

TOWN OF NEEDHAM



2018 ANNUAL TOWN MEETING WARRANT

Election: Tuesday, April 10, 2018

Business meeting: Monday, May 7, 2018

7:30 P.M.

JAMES HUGH POWERS HALL, NEEDHAM TOWN HALL

1471 HIGHLAND AVENUE

Additional information on particular warrant articles will be made available from time to time at www.needhamma.gov/townmeeting during the weeks leading up to Annual Town Meeting.

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March 15, 2018

Fellow Town Meeting Members,

The Finance Committee is pleased to present its 107th Annual Report to Town Meeting and recommended operating budget for Fiscal Year 2019. Needham is currently in a position of fiscal strength. Several recent years of extraordinary growth have enabled the Town to reserve funds for several significant upcoming needs. Revenues continue to grow, albeit at a more moderate rate, due to new development and an expanded tax base. Budgetary expenses are increasing as well, but are carefully managed. As you will see, however, we urge caution, going forward.

The Town continues to make progress in implementing the Facilities Master Plan. The Rosemary Pool Complex is scheduled to open this summer. Construction of the new Sunita Williams Elementary School is well underway, looking to a fall 2019 opening. The designs for the new Public Safety headquarters and the renovation of Fire Station #2 are finishing up, as well as for the new Public Works storage facility. Construction is about to commence on the High School expansion project. This warrant seeks funding for construction of an upgraded Memorial Park Building, as well as for a feasibility study to determine the next step to address deficiencies at the School Administration's Emery Grover building.

The Town must continue its careful financial planning to be able to afford these significant projects, and the associated increases in operating costs while being mindful of the tax burden on residents. The Town is planning to expand services significantly to meet increased needs occasioned by new growth. The Town Administrators and the various boards and committees are working closely with the School Department to implement a new Full Day Kindergarten program and with the Public Safety departments to increase staffing in a way that meets the demands within budgetary constraints. The Town must also continue to maintain and update current facilities and services. The Finance Committee remains committed to addressing the growing needs of the Town without unduly burdening the taxpayers. The Town will need to take on additional debt to finance some of these projects, including debt exclusion financing that must be approved by the voters.

As we have noted previously, certain operating costs continue to outpace revenue growth, particularly health insurance costs and certain special education expenses. Both Town and School administrators have taken positive steps to restrain the growth of costs in these areas. The Town continues to consider myriad health insurance options for future years. The School Department continues to implement and expand "in-house" Special Education programs that meet the needs of students that might otherwise need to seek services outside of the district at a higher cost. The Finance Committee is confident that the recommended budget is reasonable and meets all critical needs of the Town, while exercising fiscal restraint and working to prepare for future expanding needs.

This letter has two sections. In the "Overview" section we take a macro look at the amounts available for General Fund appropriation as well as the main drivers of the proposed increase in the Operating Budget. This section of the letter closes with an expression of the Committee's

concerns looking forward. The second section of the letter looks at the changes in the individual segments of the Operating Budget.

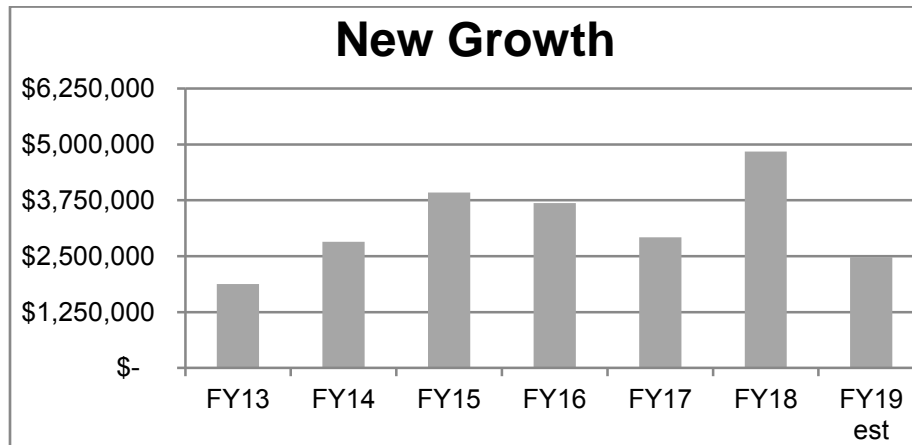
I. Budgetary Overview

A. Amount Available for General Fund Appropriation.

The amount available for General Fund Appropriation in the FY 2019 budget (\$180.1M) is \$11.2M, or 6.6%, greater than the corresponding amount available for the FY 2018 budget. The primary drivers of this growth are an increase of approximately \$9.0M in property taxes and a projected increase of \$1.1M in Free Cash. The components of the property tax increase are as follows:

Increase in Base over 2018 tax levy limit	\$1.3M
2 1/2% allowable increase	\$3.2M
New Growth	\$2.5M
Excluded debt	\$2.0M

New growth results primarily from increases in assessed property values due to new development in both the residential and commercial sectors. The latter element, which has been particularly strong in recent years (Tripadvisor, Homewood Suites, and NBC Universal) is, by its very nature, sporadic, and not something that can be expected to grow, year over year. The following chart shows, not only the variability in the levels of new growth, but shows that it has been declining, in absolute terms.



Thus 50% of the components of the growth in the amounts available for General Fund appropriation in FY 2019 (new growth and excluded debt) are not elements which should be relied upon for purposes of setting the Operating Budget. In fact, the property taxes collected for excluded debt are revenue neutral to the Town as they constitute a temporary increase in taxes which are raised only in the amount needed to finance a capital expenditure approved by a voter referendum.

B. Allocation of amounts available for General Fund Appropriation

Operating Budget	\$162.7M
Cash Capital (including individual articles)	\$10.4M
Financial warrant articles	\$1.0M
Transfer to Enterprise Funds (RTS and drains)	\$2.0M
<u>Reserve/stabilization funds</u>	<u>\$4.0M</u>
Total	\$180.1M

C. Operating Budget

The amount allocated to the Operating Budget (\$162.7M) is \$9.5M, or 6.2%, greater than the Operating Budget for FY2018. The primary drivers of this increase are:

Townwide Expenses	Up \$5.0M, or 10.7%
Education	Up \$2.9M, or 4.1%

The increase in Townwide expenses is largely attributable to Debt Service, which is up by \$2.3M, or 18.5%, and Employee Benefit costs, which include benefits and retirement plans for both current employees and retirees, and which are up by \$2.1M, or 8.0%. While the increase in Education is, on its face, a large number, it constitutes an increase of only 4.1%, significantly less than the 6.2% increase in the Operating Budget as a whole.

D. Finance Committee Perspective

The “wind has been at our backs” for several years now, driven both by a strengthening overall economy and by a very healthy local economy, spurred by and contributing to growth in property values. Notwithstanding this, we believe that it is imperative that Needham be diligent in controlling the growth in its Operating Budget. At this point in time, no one can predict the impact which the provisions of the new tax law limiting the deductibility of State and Local Taxes (SALT) will have on property values and on municipal finance. Moreover, it may act as a practical constraint on the Town’s ability to fully implement a 2 1/2% tax increase, year over year. In addition, it is not clear if changes in the federal budget could impact the ability of our state government to provide aid to the municipalities of the Commonwealth. The FY 2019 budget assumes that Needham will receive just under \$12M in state aid, or 6.6% of our total revenue. Needham also benefits from various federal grants and from contributions from private citizens. At the margin, a material change in these amounts of external revenue could be a significant constraint on our ability to grow the Operating Budget. Another factor to be considered in connection with the Operating Budget going forward is the major capital growth that we have experienced and which is contemplated in the capital plan. As noted earlier, the amount of debt service is growing. An expanded capital base may drive an increase in maintenance costs, and most certainly will require an increase in the stabilization funds which

we have established to cushion against future budget shocks. While the funding for various projects contemplated by our Capital Facilities Master Plan has not yet been proposed, let alone approved, the projected costs of such projects, if approved, would drive an increase in our Total Debt Service from \$18.1M for FY 2019 to \$23.8MM in FY 2023.

	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>
Total Debt Service	\$15.8M	\$18.1M	\$20.5M	\$22.7M	\$23.9M	\$23.8M
Total Debt Service to Total Revenue	9.2%	10.0%	10.9%	11.5%	11.6%	11.2%
Total Debt Service to Total Revenue (less MSBA)	8.8%	9.7%	10.6%	11.2%	11.3%	10.9%
General Debt Service to General Revenue	3.0%	3.0%	3.4%	3.6%	3.3%	2.9%

The Town has benefitted from low interest rates and a strong demand for municipal bonds in recent years. It is not a given that these conditions will persist.

Given these factors, continued discipline is called for with respect to our Operating Budget. From a macro viewpoint, some 75% of the Operating Budget involves personnel costs, both compensation and benefits. (Another 10% is for debt service, leaving 15% for everything else.) Given that the Town is in a “service business,” this is not surprising. Moreover, we can assure Town Meeting that managing headcount is a major focus of Town government and the Finance Committee in the budget deliberations. Nonetheless, staffing additions continue, year over year, to meet certain needs. To that end, we encourage both the Town government and, more importantly, its citizenry, to be alert to and accepting of the potential for substituting delivery of services through technological rather than human sources.

II. Examination of Components of Proposed FY 2019 General Fund Operating Budget

This section addresses the details of the Finance Committee’s recommended General Fund operating budget for FY 2019. The total recommended operating budget for FY 2019 is \$162,720,589, an increase of \$9.5M, or 6.2%, over the current FY 2018 operating budget. Please note, for FY 2019 the Town has is diverting some incremental recurring funds from the operating budget into “one time” uses in order to have funds available for known future increases in operating needs, rather than commit those funds to an expansion of the current operating budget. This was also done in the FY 2018 budgeting process. These steps are being taken specifically to have funds to cover known upcoming operating needs and to avoid the need to seek an override under Proposition 2 1/2 that would create an additional tax burden on residents. The School Department plans to institute a full-day kindergarten program that will require an increase in the operating budget, likely in FY 2020. In addition, the Town plans to increase staffing in both the Police and Fire Departments to improve service and keep up with the additional pressure placed on these departments due to expanded development in Needham Crossing. We are recommending one additional Police Officer in the FY 2019 budget, and plan

to consider additional officers in upcoming years. The Fire Department plans to add an ambulance with additional staffing once the new facilities are available. The Finance Committee remains committed to the principle that each new position should be carefully deliberated before being added to the operating budget.

A. Townwide Expenses

Townwide expenses are costs that are incurred by the Town or that apply across many or all departments. Townwide expenses are increasing 10.7% in the FY 2019 budget recommendation. The primary driver of the increase is a significant increase in debt service payments. Other notable increases include OPEB, Retirement Assessments, and Classification, Performance and Settlements.

The Casual, Liability, Property and Self-Insurance line item accounts for the insurance coverage that the Town receives through the Massachusetts Inter-local Insurance Agency (MIIA) for buildings, vehicles, property damage, and liability, as well as a small contingency for non-covered claims. This line item is increasing by 3.4% in FY 2019, to cover premiums for the Town's growing inventory of facilities and equipment.

The Debt Service budget line is increasing significantly in FY 2019, on top of a large increase last year. Prior to that, Debt Service had decreased for three consecutive years. These fluctuations are due to the borrowing schedules for the Town's significant capital projects. This line item covers payments for outstanding debt obligations for excluded debt, Community Preservation Act debt, and debt within the levy. The FY 2019 Debt Service line is increasing by 18.5%, or over \$2.3 million. This substantial increase is primarily attributable to increased debt payments for the construction of the Sunita Williams elementary school. It does not include any new borrowing that may be approved at this Town Meeting.

The Employee Benefits line (known as Group Insurance, Employee Benefits and Administrative Costs) is increasing by 5.7%, or \$827,274. This line also increases when the Town increases staffing, and includes increases for added benefit eligible positions in FY 2019. The Employee Benefits budget assumes a 7.5% increase in health insurance premium costs for FY 2019. The Town continues to evaluate different options for health insurance in order to keep health premium increases as sustainable as possible. This line is expected to increase in the coming years as medical cost inflation continues to increase, and with the significant increases in staff that are planned for the start of full-day kindergarten in the School Department, and in both the Police and Fire Departments.

The Needham Electric Light and Gas Program covers the costs relating to electricity and natural gas usage, the costs of maintenance and repair of street lights, and the costs of producing solar electricity that is sold to the grid. This line has a small increase of 0.8%, or \$28,219, in FY 2019. This year's increase includes additional costs for the new Rosemary Pool Complex and the High School addition, which are being offset by a reduction in the cost of natural gas. Also, these costs are mitigated by revenue received from the solar electricity project which is generated both by lease payments for property use, and by the sale of electricity generated by the solar array.

In the FY 2019 budget, Retirement Assessments are increasing by 8.2%, or \$602,205. This line item covers pensions for retirees as well as unfunded pension liability. The Retirement Board

reduced the assumed rate of return for pension assets from 7.75% to 7.50% for FY 2019, following a similar reduction two years ago with respect to the Retiree Insurance and Insurance Liability Fund. These reductions parallel actions taken by many other private and municipal entities. Given the reduction in the assumed rate of return, the funding schedule in the most recent actuarial analysis requires these increases to the Town's annual contribution. Making these increased contributions now, avoids the need of making substantially greater contributions at a later date when the shortfall in investment return has become manifest. In this regard, the Town expects to make further reductions in the assumed rate of return on a gradual basis over the next several years, in order to avoid the possibility of a major funding gap in these accounts.

The Retiree Insurance and Insurance Liability Fund line is increasing by 12.9%, or \$791,250. The program, also known as "OPEB" (other post-employment benefits), funds benefits other than pensions, such as health insurance, that are provided to eligible retirees. As noted, the assumed rate of return for OPEB funds was reduced from 7.75% to 7.5% in the FY 2018 budget, which necessitated a budget increase to keep up with the funding schedule. The FY 2019 OPEB budget is based on a 2016 actuarial analysis that is currently being updated.

The Classification, Performance, and Settlements line item serves as a reserve for personnel-related needs during the fiscal year, including performance-based salary increases for managers, or increases resulting from new collective bargaining agreements. This line item is budgeted at \$527,090, approximately double the amount budgeted for FY2018. As of this writing, the collective bargaining agreements for the Needham Independent Public Employee Association/DPW, the Independent Town Workers' Association, and the Building Custodians and Trades Independent Association have not yet reached agreements with the Town for FY 2019. Therefore, the FY 2019 departmental budgets do not include funding for salary increases for positions covered by those the unions.

The Reserve Fund provides funds that may be used for extraordinary or unforeseen budget needs that arise during the fiscal year. In the past, the Reserve Fund has been used to fund expenses such as unexpected legal costs or costs associated with extraordinary snow and ice removal. This year the recommended Reserve Fund appropriation is \$1,859,891, an increase of 2.6% over the FY 2017 budget. The Finance Committee expects that this funding level is sufficient to protect the Town from budgetary overages, without tying up funds unnecessarily.

B. Municipal Departments (excluding Education)

The Municipal Departments category includes 18 different budgets encompassing operational departments, boards and committees, as well as the municipal parking program. This report groups the Municipal Departments by functions. It is important to note that these budget lines do not include salary or wage increases for employees whose positions are covered by the unions which have not yet reached agreements with the Town, specifically: the Needham Independent Public Employee Association/DPW, the Independent Town Workers' Association, and the Building Custodians and Trades Independent Association, primarily impacting the DPW and Enterprise Fund budgets. If any departments need additional funding for related salary increases in FY 2019, funds will be transferred from the Classification, Performance and Settlements line in Townwide Expenses.

General Government

The FY 2019 proposed budget for all General Government departments is 5.8% higher than the FY 2018 budget. The Board of Selectmen/Town Manager budget line item is increasing by 3.3%. This increase includes funding for the additional assessment protocols used in the hiring process for public safety employees. The budget includes the expenses for classification and compensation studies that were previously in a separate budget for the Personnel Board. The Town Clerk and Board of Registrar's budget is increasing by 13.3% due to election-related wages and expenses. In FY 2019 the Town will conduct three scheduled elections, including a federal election with early voting, compared to one scheduled election in FY 2018.

The Finance Department budget includes a 7.0% increase. This budget funds a new Administrative Analyst position which will assist with reconciliation work and help the department meet increasing demands from state and federal agencies, as well as Town departments, boards, and residents. The Finance Committee budget includes a 2.3% increase in salary and expenses. The Planning and Community Development budget is increasing by 2.6%, which includes funding for a part-time Recording Secretary position for the Conservation Commission. The Town Counsel's budget remains flat for FY 2019.

Public Safety

The Public Safety category, which includes the Police, Fire, and Building Departments, has a combined increase of 2.9% in the FY 2019 budget. The Police Department budget is increasing 3.0%. The Police Department capital expenses line is decreasing, since the vehicle replacement schedule included an additional vehicle in FY 2018. The Police Department FY 2019 budget salary line includes funding for an additional Police Officer to help address growing service needs. The department intends to establish a Community Support Officer position that will focus on sensitive cases that require follow-up with members of the community and thereby avoiding the need to take an officer off patrol. In accordance with a staffing study, the Police Department plans for one additional officer in FY 2020, and two additional officers in FY 2021.

The Fire Department budget is increasing by 2.9% in FY 2019, reflecting increases in salaries and expenses, and a decrease in capital expenses. The FY 2019 budget includes funding for additional equipment to improve mobile communications, as well as a new CPR assist device for use in ambulances. The budget does not include additional funding requested for expanding hours for community service work, as the requested budget should cover that work as needed. The Fire Department has reiterated that it expects to request a significant staffing increase when the new headquarters and Fire Station #2 are completed. As noted above, increases in staffing in both the Police and Fire Departments will affect not only the operating budgets of those departments, but will also increase costs of employee benefits in Townwide Expenses.

The FY 2019 budget for the Building Department is increasing 1.5%. The Finance Committee is recommending an increase in expenses to fund an electronic scanner for large building documents that will ultimately save space and make documents more easily accessible.

Public Facilities and Public Works

Since many of the functions historically performed by the Public Facilities Department have been transferred to the Department of Public Works (DPW), looking at these departments on a

consolidated basis gives the best picture of the overall increase in the operating costs of these departments. The total combined budget for the Public Facilities Department and the DPW is increasing by 3.7%. This increase does not reflect whatever wage increases may be agreed upon between the Town and the representatives of the Building Custodians and Trades Independent Association (BCIA) and the Needham Independent Public Employee Association (NIPEA)/DPW. As noted previously, provision for such increases are reflected in the Classification, Performance and Settlements line under Townwide Expenses.

The Public Facilities Design and Construction budget for FY 2019 appears as a 92.4% decrease compared to the FY 2018 budget. The FY 2018 budget included two divisions, Construction and Operations, under one Public Facilities umbrella. The FY 2019 budget retains only one of those divisions, called Public Facilities Design and Construction. Looking at just these design and construction costs, there is a slight decrease of 0.5% from FY 2018 to FY 2019. Notably, the Public Facilities Design and Construction budget includes the full salaries of Project Managers, which can often be charged, at least partially, to the budgets of the projects that they manage. Any remaining funds in the department budget at the end of the year are turned back to the Town. There had been a request to add an additional Project Manager position because of the multiple construction projects both currently under way and planned over the next several years. The Finance Committee viewed the need for this position as a temporary consideration, so is proposing that this position be funded for a two-year period through a separate warrant article, rather than through a staff increase in the Operating Budget.

The Public Facilities Operations division, with 49 FTEs performing building repairs and maintenance work, was shifted into the FY 2019 Department of Public Works budget as the new Building Maintenance Division, which includes some new positions. Because of this transfer, the FY 2019 budget for the Department of Public Works shows an increase of 115.4% compared to FY 2018. The FY 2019 budget for the DPW building repair and maintenance functions is increasing only 0.8% compared to those costs in the FY 2018 Public Facilities Operations division. That budget includes three additional staff: one tradesperson and two custodians to meet the increased workload with the new Rosemary Complex and the High School expansion. As mentioned, this low increase reflects the fact that there is not yet a settled agreement between the Town and the union representing custodians and trades workers. The remainder of the Public Works budget is increasing 7.8%, due to the addition of a Compliance Coordinator to manage regulatory requirements, as well as increased expenses for inspectional services, field and park maintenance and minor improvements, as well as additional street sweeping.

Community Services

The Community Services section of the budget constitutes only 2.7% of the overall operating budget, but the seven Community Service departments provide important services to residents and businesses throughout the community and receive substantial funding from fees, grants, and donations, as well as support from volunteer services. This group of budgets is increasing by 10.8% overall, driven mainly by the resumption of staffing costs for the new Rosemary Pool, costs which were suspended while the pool was closed for the summer in FY 2018.

The Health Department, Emergency Management Program, Council on the Aging, Youth Commission, and Veteran Services divisions all comprise the Health and Human Services (HHS) Department budget. The HHS budget is increasing 9.3% in FY 2019. The FY 2019 budget

includes the annual salary for the part-time Emergency Management Program Coordinator which had been funded on a two-year trial basis via a warrant article in 2016. There have been great improvements in emergency preparedness, and it is important that the position continue as a regular part of the operating budget. The position was not expanded to full-time, however, as there is a clear plan to continue the progress without the need to increase staffing levels. The Finance Committee is recommending a modest increase in expenses for the Emergency Management Program. The budget includes funding for a Recording Secretary for the Youth Commission and the Council on Aging, as there is no current position that is responsible for those that function. The requests for a Director of Public Health and an Administrative Analyst were not included in the FY 2019 budget as there was not sufficient need for the additional staff at this time. The HHS expense budget was increased to provide additional funding for certain Aging Services needs, including a space assessment at the Center at the Heights, and for additional mental health clinical services in Youth Services.

The Library budget is increasing 5.7% for FY 2019. The budget includes funding for additional hours for a Children's Librarian, a priority of the Library Trustees. Based on the high utilization by residents, funding for expanded Sunday hours for the Library was also included in the operating budget as part of an effort to gradually transition needs that are critical to the mission of the library to the operating budget rather than to continue to rely on external funding. Requests for additional expenses for a wireless internet service, book and DVD downloading subscriptions, and an online reference database, as well as the salary of a part-time position for packing and unpacking deliveries will continue to be funded through the State Aid account in FY 2019. A request for funding the salary of an additional Reference Librarian was deferred.

The Park and Recreation Department line is increasing by 35.0% in the FY 2019 budget, due to the staffing needed for the anticipated opening of the Rosemary Pool Complex in 2018. This increase follows a significant reduction in the FY 2018 budget due to the closing of the Rosemary Pool during the summer of 2017. The Park and Recreation Commission has reviewed the fee structure for the pool in an effort to increase revenue in light of increased operating expenses, and is considering the fees for the use of the rooms in the buildings. Expenses for the Park and Recreation Department are decreasing due to decreased maintenance costs for the new pool, and for playground surfacing and maintenance.

The Municipal Parking budget is increasing by 2.4% due to an increase in the contracted cost for lot maintenance. The budgets for the Commission on Disabilities, the Historical Commission and Memorial Park Trustees are level-funded for FY 2019.

C. Education

The recommended FY 2019 budget for public education, including the operating budget for the Needham Public Schools, and the Minuteman Regional School Assessment, budget is \$72,020,179, an increase of 4.1%. The Minuteman Regional High School's estimated assessment for FY 2019 is \$914,236. The assessment is increasing 13.4% in FY 2019 and is expected to continue to increase in the coming years as the Minuteman District has begun borrowing to fund new capital building project, the costs of which will be apportioned among member towns in accordance with the District Agreement.

The FY 2019 budget for the Needham Public Schools totals \$71,105,943 and represents almost 44% of the total operating budget. [Note: This figure does not include the costs of health insurance for School Department personnel, which are carried under Townwide Expenses.] The Finance Committee's recommended budget for the School Department in FY 2019 includes an increase of \$2,755,860, or 4.0%, and fully funds the School Committee's voted budget. For the second year, the School Department has moderated its budget increase in FY 2019 in order to allow the Town to set aside some recurring operating funds in preparation for the start of the full-day kindergarten program. In FY 2018, Town Meeting appropriated recurring funds attributable to new growth which came on stream that year to the Debt Service Stabilization Fund with the expectation that in a future year, this on-going revenue stream could be channeled back to the operating budget to help fund this new program. (The DSS Fund will also help fund a temporary bubble in debt service payments that the Town expects to see during the height of the payments for the capital projects in the facilities master plan.) The School Department and School Committee have indicated that it remains a top priority to be ready to fund the additional operating costs that will be needed to launch and sustain the long-planned full-day kindergarten program, expected in fall of 2019 (FY 2020.) The School Department budget also includes contractual increases needed to achieve level services for FY 2019, including additional staffing needed to address growth in enrollment and higher special education costs caused by both increasing needs and possible decreased outside funding. The FY 2019 budget also includes some modest improvements such as an additional bus to decrease the current wait-list, and adding a late bus from the High School to allow more students to access after school help and extra-curricular programs.

The Finance Committee commends the progress made to address escalating costs in transportation and special education. Several new programs have successfully strengthened and broadened special education programs, allowing more needs to be met within the district, which ultimately saves on out-of-district tuitions. The School Department convened a transportation study group to assess the costs of school transportation and recommend steps for containing costs without overburdening families who pay bus fees, while serving more students. This budget includes one additional yellow bus as recommended by the study group, deferring a second bus that may be needed to address the existing demand and alleviate the wait list. Next year, we expect to see a request for an additional \$1.5-\$2 million in School Department operating costs to fund the new full-day kindergarten program in addition to any increases that will be needed for contractual increases and other additional needs.

Closing Comments

The Finance Committee is confident that the FY 2019 budget recommendation reflects the priorities of the Town and provides the resources needed to maintain the same high level of Town wide services to local residents and businesses. The budget shows the fiscal restraint and careful planning needed to address not only the needs of FY 2019, but to prepare for upcoming demands. This will prove particularly important as the Town initiates a number of significant capital facilities projects which will require increases in both capital and operating costs. It is critical that the Town continues to carefully consider not only the benefit of each capital project, but also the effects on the Town's overall debt capacity, the long-term implications to the operating budget, and the burden on individual taxpayers. The Debt Service Stabilization Fund will help the Town manage its debt payments in the few years when the Town would otherwise

not be able to keep costs within the debt policy. The Town has used the DSS Fund as a repository for recurring funds from the revenue stream rather than committing those amounts to fund higher increases in the operating budgets for both the Town side and the Schools in FY 2018 and FY 2019. The Town plans to channel these recurring funds into the operating budget at the appropriate times to fund the significant increases in the operating budget that will be generated by the implementation of full-day kindergarten and to expand the staffing in the Fire and Police departments to meet growing needs attributable to the expansion at the Needham Crossing. The continually expanding residential, commercial and other development throughout Town has led to rising demands for increased services, but has also increased the fee revenue and the tax base. The Finance Committee looks forward to working closely with the other Town Boards and Committees as well as Town and School administrators during this process.

The Finance Committee appreciates the hard and excellent work of Town and School Administration, the Directors of Finance for the Town and Schools, and the department heads and managers who all worked closely with the Finance Committee throughout the budgeting process. The Finance Committee greatly values the creative and constructive approaches often presented to address competing operational needs. The Finance Committee would also like to recognize the residents who dedicate their time and effort to serving our community through elected and appointed positions. We could not accomplish our mission effectively without their generous assistance and support.

Finally, I would also like to thank each member of the Finance Committee for their dedication and meticulous work examining and prioritizing financial issues, balancing the budget, and reviewing the Town's capital plans and investments. It has been a privilege and a pleasure to serve with such dedicated and talented people as we strive to achieve the best for the Town and its residents.

Respectfully submitted on behalf of the Finance Committee,



Richard Reilly, Chair

Committee Members:

Barry J. Coffman, Vice Chair
John Connelly
Thomas M. Jacob
Kenneth J. Lavery
Joshua W. Levy

Richard Lunetta
Louise L.E. Miller
Carol Smith-Fachetti
Louise Mizgerd, Analyst

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2018 Annual Town Meeting Warrant

Summary of Revenue FY2017 - FY2019 General Fund Only

	FY2017	FY2018	FY2019
Local Estimated Receipts			
Local Excises and Other Tax Related Collections	\$7,858,428	\$6,360,000	\$6,807,500
Departmental Activities	\$7,294,164	\$3,768,000	\$4,115,000
Fines & Forfeits & Assessments	\$144,713	\$117,000	\$120,000
Investment Income	\$278,831	\$80,000	\$125,000
Medicaid	\$194,935	\$80,000	
Miscellaneous Revenue	\$14,771	\$10,500	\$10,500
Miscellaneous Non-recurring	<u>\$29,562</u>		
SUB-TOTAL	\$15,815,404	\$10,415,500	\$11,178,000
Property Taxes & State Aid			
Real & Personal Property Tax Levy	\$124,311,726	\$132,537,888	\$141,511,268
Cherry Sheet Revenue (State Aid)	<u>\$11,171,133</u>	<u>\$11,720,547</u>	<u>\$11,994,391</u>
SUB-TOTAL	\$135,482,859	\$144,258,435	\$153,505,659
Other Available Funds & Free Cash			
Undesignated Fund Balance (Free Cash)	\$6,190,372	\$11,387,990	\$13,298,378
Overlay Surplus	\$1,085,916	\$3,000,000	\$1,000,000
Reserved for Appropriation - Parking	\$70,000		
Transfer from other Articles	\$331,296	\$246,000	\$70,000
Transfer from Stabilization Funds		\$1,817,000	\$1,855,000
Reserved for Debt Exclusion Offset	<u>\$93,445</u>	<u>\$80,807</u>	<u>\$115,147</u>
SUB-TOTAL	\$7,771,029	\$16,531,797	\$16,338,525
Total General Fund Revenue	\$159,069,292	\$171,205,732	\$181,022,184
Adjustments to General Fund Revenue			
Enterprise & CPA Reimbursements	<u>\$1,831,746</u>	<u>\$1,954,577</u>	<u>\$1,461,494</u>
SUB-TOTAL	\$1,831,746	\$1,954,577	\$1,461,494
Total Revenue Available for General Fund Uses	\$160,901,038	\$173,160,309	\$182,483,678

Account Balances

Athletic Facility Improvement Fund	As of March 30, 2018	\$4,380,174
Capital Facility Fund	As of March 30, 2018	\$26,749
Capital Improvement Fund	As of March 30, 2018	\$742,357
Debt Service Stabilization Fund	As of March 30, 2018	\$2,049,510
Free Cash	As of March 30, 2018	\$13,518,622
Overlay Surplus	As of March 30, 2018	\$1,000,000
Sewer Enterprise Fund Retained Earnings	As of March 30, 2018	\$4,500,960
Solid Waste Enterprise Fund Retained Earnings	As of March 30, 2018	\$490,750
Stabilization Fund	As of March 30, 2018	\$4,088,903
Water Enterprise Fund Retained Earnings	As of March 30, 2018	\$5,368,805

2018 Annual Town Meeting Warrant

**Summary of Expenditures
FY2017 - FY2019
General Fund Only**

	Expended FY2017	Budgeted FY2018	Estimated FY2019
Town Wide Group	\$40,366,833	\$47,229,228	\$52,281,444
Department Budgets			
Board of Selectmen/Town Manager	\$850,897	\$994,152	\$1,027,225
Town Clerk/Board of Registrars	\$392,618	\$382,149	\$433,133
Town Counsel	\$432,152	\$329,442	\$329,442
Personnel Board	\$4,751	\$0	\$0
Finance Department	\$2,502,064	\$2,737,296	\$2,929,689
Finance Committee	\$35,601	\$37,879	\$38,768
Planning and Community Development	\$515,927	\$547,210	\$561,423
Police Department	\$5,965,655	\$6,617,576	\$6,815,401
Fire Department	\$7,305,421	\$7,935,850	\$8,164,583
Building Department	\$625,550	\$745,518	\$756,753
Minuteman Regional High School	\$766,061	\$806,252	\$914,236
Needham Public Schools	\$64,647,694	\$68,350,083	\$71,105,943
Department of Public Facilities	\$6,120,077	\$6,721,562	\$507,856
Department of Public Works	\$6,200,126	\$5,788,143	\$12,466,886
Municipal Parking Program	\$92,800	\$103,905	\$106,382
Health and Human Services Department	\$1,449,066	\$1,704,104	\$1,861,734
Commission on Disabilities	\$2,016	\$2,050	\$2,050
Historical Commission	\$0	\$1,050	\$1,050
Library	\$1,537,265	\$1,661,160	\$1,755,909
Park & Recreation	\$551,199	\$488,789	\$659,932
Memorial Park	\$562	\$750	\$750
Department Budget Total	\$99,997,502	\$105,954,920	\$110,439,145
Total Budget	\$140,364,335	\$153,184,148	\$162,720,589
Other Appropriations			
General Fund Cash Capital	\$3,031,117	\$9,326,467	\$11,155,289
Other Financial Warrant Articles	\$1,039,138	\$1,185,000	\$1,399,300
Transfers to Other Funds	\$3,566,605	\$5,251,164	\$4,046,541
Total Other Appropriations	\$7,636,860	\$15,762,631	\$16,601,130
Other Uses			
Other Amounts Required to be Provided	\$49,822	\$49,739	\$50,670
State & County Assessments	\$1,309,161	\$1,351,898	\$1,385,697
Provisions for Abatements & Exemptions	\$1,855,476	\$2,811,893	\$1,725,592
Total Other Uses	\$3,214,459	\$4,213,530	\$3,161,959
Total General Fund Expenses	\$151,215,654	\$173,160,309	\$182,483,678

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2018 Annual Town Meeting Warrant

Line #	Description	FY2017 Expended	FTE*	FY2018 Budget	FTE*	FY2019 Finance Committee Recommendation	FTE*	%
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Townwide Expenses

1	Casualty, Liability, Property & Self-Insurance Program	575,336		606,200		626,790		
2	Debt Service	11,148,800		12,573,958		14,904,503		
3	Group Health Insurance, Employee Benefits & Administrative Costs	12,743,918		14,429,197		15,256,471		
4	Needham Electric, Light & Gas Program	3,085,324		3,558,040		3,586,259		
5	Retiree Insurance & Insurance Liability Fund	5,568,923		6,115,455		6,906,705		
6	Retirement Assessments	6,610,442		7,332,277		7,934,482		
7	Workers Compensation	634,090		656,283		679,253		
8	Classification Performance & Settlements	Transfers Only		145,218		527,090		
9	Reserve Fund	Transfers Only		1,812,600		1,859,891		
Townwide Expense Total		40,366,833		47,229,228		52,281,444	0	10.7%

Board of Selectmen and the Office of the Town Manager

10A	Salary & Wages	746,542	8.0	856,073	9.0	875,526	9.0
10B	Expenses	104,355		138,079		151,699	
Total		850,897	8.0	994,152	9.0	1,027,225	9.0

Town Clerk and Board of Registrars

11A	Salary & Wages	351,599	4.0	333,734	4.0	373,098	4.0
11B	Expenses	41,020		48,415		60,035	
Total		392,618	4.0	382,149	4.0	433,133	4.0

Town Counsel

12A	Salary & Wages	75,140		75,442		75,442	
12B	Expenses	357,012		254,000		254,000	
Total		432,152		329,442		329,442	-

Personnel Board

13A	Salary & Wages						
13B	Expenses	4,751					
Total		4,751		0		0	-

Finance Department

14A	Salary & Wages	1,674,348	22.6	1,833,197	22.6	1,905,197	23.6
14B	Expenses	759,692		835,624		949,492	
14C	Capital	68,025		68,475		75,000	
Total		2,502,064	22.6	2,737,296	22.6	2,929,689	23.6

Finance Committee

15A	Salary & Wages	35,092	0.5	36,629	0.5	37,448	0.5
15B	Expenses	510		1,250		1,320	
Total		35,601	0.5	37,879	0.5	38,768	0.5

2018 Annual Town Meeting Warrant

Planning and Community Development

16A	Salary & Wages	490,034	6.2	517,082	6.2	529,523	6.2
16B	Expenses	25,893		30,128		31,900	
	Total	515,927	6.2	547,210	6.2	561,423	6.2

General Government	4,734,010	41.3	5,028,128	42.3	5,319,680	43.3	5.8%
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Police Department

17A	Salary & Wages	5,486,085	59.0	6,139,368	59.0	6,350,537	60.0
17B	Expenses	261,490		304,090		311,290	
17C	Capital	218,079		174,118		153,574	
	Total	5,965,655	59.0	6,617,576	59.0	6,815,401	60.0

Fire Department

18A	Salary & Wages	6,962,163	71.0	7,552,956	71.0	7,763,983	71.0
18B	Expenses	319,557		352,248		376,822	
18C	Capital	23,701		30,646		23,778	
	Total	7,305,421	71.0	7,935,850	71.0	8,164,583	71.0

Building Department

19A	Salary & Wages	592,672	9.8	694,478	9.8	701,713	9.8
19B	Expenses	32,878		51,040		55,040	
	Total	625,550	9.8	745,518	9.8	756,753	9.8

Public Safety	13,896,626	139.8	15,298,944	139.8	15,736,737	140.8	2.9%
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Minuteman Regional High School Assessment

20	Assessment	766,061		806,252		914,236	
	Total	766,061	-	806,252	-	914,236	-

Needham Public Schools

21	Needham Public School Budget	64,647,694	724.1	68,350,083	739.4	71,105,943	749.3
	Total	64,647,694	724.1	68,350,083	739.4	71,105,943	749.3

Education	65,413,755	724.1	69,156,335	739.4	72,020,179	749.3	4.1%
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Public Facilities Design & Construction

22A	Salary & Wages	3,658,148	58.0	3,974,832	58.0	488,361	5.0
22B	Expenses	2,461,929		2,746,730		19,495	
	Total	6,120,077	58.0	6,721,562	58.0	507,856	5.0

Department of Public Works

23A	Salary & Wages	3,532,132	49.0	3,736,572	49.0	7,482,721	106.0
23B	Expenses	1,625,599		1,597,235		4,537,940	
23C	Capital	38,026		42,216		29,993	
23D	Snow and Ice	1,004,369		412,120		416,232	
	Total	6,200,126	49.0	5,788,143	49.0	12,466,886	106.0

Public Facilities and Public Works	12,320,203	107.0	12,509,705	107.0	12,974,742	111.0	3.7%
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Municipal Parking Program

24	Program	92,800		103,905		106,382	
	Total	92,800	-	103,905	-	106,382	-

Health and Human Services Department

25A	Salary & Wages	1,194,266	15.7	1,401,261	16.5	1,519,748	17.5
25B	Expenses	254,800		302,843		341,986	
	Total	1,449,066	15.7	1,704,104	16.5	1,861,734	17.5

2018 Annual Town Meeting Warrant

Commission on Disabilities

26A	Salary & Wages	1,500		1,500		1,500	
26B	Expenses	516		550		550	
	Total	2,016	-	2,050	-	2,050	-

Historical Commission

27A	Salary & Wages						
27B	Expenses	0		1,050		1,050	
	Total	0	-	1,050	-	1,050	-

Needham Public Library

28A	Salary & Wages	1,209,273	13.0	1,312,846	14.0	1,397,232	15.0
28B	Expenses	327,992		348,314		358,677	
	Total	1,537,265	13.0	1,661,160	14.0	1,755,909	15.0

Park and Recreation Department

29A	Salary & Wages	449,882	4.0	391,972	4.0	575,332	4.0
29B	Expenses	101,318		96,817		84,600	
	Total	551,199	4.0	488,789	4.0	659,932	4.0

Memorial Park

30A	Salary & Wages						
30B	Expenses	562		750		750	
	Total	562	-	750	-	750	-

Community Services	3,632,908	32.7	3,961,808	34.5	4,387,807	36.5	10.8%
Department Budget Total	99,997,501	1,044.9	105,954,920	1,063.0	110,439,145	1,080.9	4.2%
Total Operating Budget	140,364,335		153,184,148		162,720,589		6.2%

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**WARRANT FOR THE ANNUAL TOWN MEETING
TUESDAY, APRIL 10, 2018
TOWN OF NEEDHAM
COMMONWEALTH OF MASSACHUSETTS**

Norfolk, ss.

To either of the constables in the Town of Needham in said County. Greetings:

In the name of the Commonwealth of Massachusetts you are hereby required to notify and warn the Inhabitants of the Town of Needham qualified to vote in elections and in Town Affairs to meet in their respective voting places in said Town namely:

Precinct A	-	The Center at the Heights
Precinct B	-	The Center at the Heights
Precinct C	-	Newman School - Gymnasium
Precinct D	-	Newman School - Gymnasium
Precinct E	-	Broadmeadow School - Performance Center
Precinct F	-	Needham High School – Gymnasium
Precinct G	-	Needham High School – Gymnasium
Precinct H	-	Broadmeadow School - Performance Center
Precinct I	-	William Mitchell School - Gymnasium
Precinct J	-	William Mitchell School - Gymnasium

on TUESDAY, TENTH DAY OF APRIL, 2018

from seven o'clock in the forenoon until eight o'clock in the afternoon, then and there to act upon the following articles, viz:

ARTICLE 1: ANNUAL TOWN ELECTION

To choose by ballot the following Town Officers:

Two Selectmen for Three Years;
One Assessor for Three Years;
Two Members of School Committee for Three Years;
One Trustee of Memorial Park (trustee of soldiers' memorials – veteran) for Three Years;
One Trustee of Memorial Park (trustee of soldiers' memorials – non-veteran) for Three Years;
Two Trustees of Needham Public Library for Three Years;
One Member of Board of Health for Three Years;
One Member of Planning Board for Five Years;
One Member of Needham Housing Authority for Five Years;
One Commissioner of Trust Funds for Three Years;
Two Members of Park and Recreation Commission for Three Years;

Eight Town Meeting Members from Precinct A for Three Years;
Eight Town Meeting Members from Precinct B for Three Years;
Eight Town Meeting Members from Precinct C for Three Years;
Eight Town Meeting Members from Precinct D for Three Years;
One Town Meeting Member from Precinct D for Two Years;

Eight Town Meeting Members from Precinct E for Three Years;
One Town Meeting Member from Precinct E for One Year;
Eight Town Meeting Members from Precinct F for Three Years;
Eight Town Meeting Members from Precinct G for Three Years;
One Town Meeting Member from Precinct G for One Year;
Eight Town Meeting Members from Precinct H for Three Years;
Eight Town Meeting Members from Precinct I for Three Years;
One Town Meeting Member from Precinct I for Two Years;
Eight Town Meeting Members from Precinct J for Three Years.

and you are also required to notify the qualified Town Meeting Members of the Town of Needham to meet in the Needham Town Hall on Monday May 7, 2018 at 7:30 p.m. in the afternoon, then and there to act upon the following articles:

Warrant for the Annual Town Meeting

Monday, May 7, 2018 at 7:30 p.m. at Needham Town Hall

ARTICLE 2: COMMITTEE AND OFFICER REPORTS

To hear and act on the reports of Town Officers and Committees.

HUMAN RESOURCE ARTICLES

ARTICLE 3: ESTABLISH ELECTED OFFICIALS' SALARIES

To see if the Town will vote to fix the compensation of the following elected officers of the Town as of July 1, 2018, as required by Massachusetts General Laws, Chapter 41, and Section 108:

Town Clerk	\$84,197
Town Clerk with 6 years of service in that position	\$102,622
Selectmen, Chairman	\$1,800
Selectman, Others	\$1,500

- (1) In addition, such compensation shall also include payment of longevity in the amount of \$7,184, the accumulation of 15 days of non-occupational sick leave per fiscal year, and payment for 25% of unused sick leave at the time of retirement from Town Service in accordance with M.G.L. c. 32 or sooner, in an amount not to exceed \$60,105. The annual salary of \$102,622 includes compensation for five weeks of vacation leave, any unused portion of which will be paid at the time of separation from Town service in an amount not to exceed \$10,558. No later than the time of separation from Town service, the Town Clerk shall also be paid for seven (7) weeks of accrued, unused vacation time in an amount not to exceed \$14,782; or take any other action relative thereto.

INSERTED BY: Personnel Board

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

PERSONNEL BOARD RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: *In accordance with Massachusetts General Law Chapter 41, Section 108, the Town must annually vote to set the salary and compensation for any elected Town officials who receive compensation. The Town Clerk salary has been separated into two categories, newly elected Town Clerk, and Town Clerk with at least six years of service. This is done because Town elections are held in April and Town Meeting would not have a chance to vote on the salary of a newly elected Clerk until after the incumbent had been receiving a higher rate of pay for several months. It has been the practice of the Personnel Board to provide the Town Clerk, the only full-time elected official, with benefits close to that of other full-time employees. Payment for longevity, as well as buy-back of sick leave and vacation no later than the time of separation from Town service, is included in the recommended salary and compensation article. This article also includes provision for a one-time distribution of accumulated and unused vacation leave as of June 30, 2000; such payment to be made no later than the time of separation from Town service.*

The annual stipends for the members of the Board of Selectmen have remained unchanged since 1977.

**ARTICLE 4: FUND COLLECTIVE BARGAINING AGREEMENT – NEEDHAM
INDEPENDENT PUBLIC EMPLOYEE ASSOCIATION/DPW**

To see if the Town will vote to approve the funding of a collective bargaining agreement between the Town and the Needham Independent Public Employee Association, and to appropriate a sum of money to defray the cost of salary and wages provided for under the agreement for fiscal year 2019; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

PERSONNEL BOARD RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: *At the time of the printing of the warrant, the parties had not reached agreement on this contract.*

**ARTICLE 5: FUND COLLECTIVE BARGAINING AGREEMENT – INDEPENDENT
TOWN WORKERS' ASSOCIATION**

To see if the Town will vote to approve the funding of a collective bargaining agreement between the Town and the Independent Town Workers' Association, and to appropriate a sum of money to defray the cost of salary and wages provided for under the agreement for fiscal year 2019; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

PERSONNEL BOARD RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: *At the time of the printing of the warrant, the parties had not reached agreement on this contract.*

ARTICLE 6: FUND COLLECTIVE BARGAINING AGREEMENT – BUILDING CUSTODIAN/TRADES INDEPENDENT ASSOCIATION

To see if the Town will vote to approve the funding of a collective bargaining agreement between the Town and the Building Custodian/Trades Independent Association, and to appropriate a sum of money to defray the cost of salary and wages provided for under the agreement for fiscal year 2019; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

PERSONNEL BOARD RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: At the time of the printing of the warrant, the parties had not reached agreement on this contract.

FINANCE ARTICLES

ARTICLE 7: ACCEPT CHAPTER 73, SECTION 4 OF THE ACTS OF 1986

To see if the Town will vote to accept, for fiscal year 2019, the provisions of Section 4 of Chapter 73 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988, which amends Massachusetts General Law Chapter 59 relative to real estate property tax exemptions, and approve an increase in the amount of 100% for each eligible exemption; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: Acceptance of Section 4 of Chapter 73 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988, permits the Town to grant an additional exemption to certain taxpayers who are surviving spouses, surviving minors of deceased parents, persons over the age of 70, certain veterans and disabled veterans and their surviving spouses, parents of veterans who died in wartime service and blind individuals, and who qualify for an exemption under any one of the following clauses of Massachusetts General Law Chapter 59, Section 5: Clauses 17, 17C, 22, 22A, 22B, 22C, 22D, 22E, 37, 37A, 41, 41B, 41C, 42 or 43. The additional exemption shall be uniform for all exemptions but shall not exceed one hundred percent of a taxpayer's original exemption. No taxpayer may pay less tax than paid in the preceding year, except through the application of Massachusetts General Law, Chapter 58, Section 8A or Massachusetts General Law Chapter 59, Section 5, clause 18. The taxable valuation of the taxpayer's property shall not be less than ten percent of its fair cash value. Town Meeting must approve the additional exemption on an annual basis. In fiscal year 2018, the cumulative increase above the statutory limit was 100%.

ARTICLE 8: APPROPRIATE FOR NEEDHAM PROPERTY TAX ASSISTANCE PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$25,000 for the purpose of funding the Needham Property Tax Assistance Program, to be spent under the direction of the Town Manager, said sum to be transferred from Overlay Surplus; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The 2009 Annual Town Meeting voted to establish a Property Tax Assistance Program. The goal of the Board of Selectmen is to set a target annual appropriation for the fund equal to the amount of private contributions to the Town's statutory voluntary tax relief program during the preceding fiscal year, up to a maximum appropriation of \$25,000 (2008 dollars). The Board of Selectmen voted to recommend a higher amount for fiscal year 2019. The voluntary fund received \$14,044 in fiscal year 2017.

ARTICLE 9: APPROPRIATE FOR SENIOR CORPS

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$15,000 for the purpose of funding the Senior Corps program, to be spent under the direction of the Town Manager, said sum to be transferred from Overlay Surplus; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Senior Corps is a program whereby qualified elderly and disabled property owners may work up to 100 hours for the Town. In turn, the individuals are paid up to \$1,100 per year, which is applied to their property tax bills.

ARTICLE 10: APPROPRIATE FOR TOWN-OWNED LAND SURVEYS

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$100,000 for survey of Town-owned lands, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Town has acquired land over the years that has never been surveyed. In recent years, when the Town has begun the design process for construction on such parcels, survey data has been unavailable or incorrect, resulting in delays and added cost to projects. This funding would allow the Town to conduct land surveys, including title research, field work, analysis, installation of bounds or markers, drafting work, and recording of the completed plan. The Town-owned survey project will be a multi-year program. Key priorities for future surveys include the Nike Site, Claxton Field, Mitchell School, Pollard School, the Emery Grover Building, the boat launch, Cricket Field, the Daly Building, Walker Gordon Field, Mills Field, Cooks Bridge Sewer Station, and the Stephen Palmer Building.

ARTICLE 11: APPROPRIATE FOR PUBLIC FACILITIES MAINTENANCE PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$625,000 for the purpose of funding the Public Facilities Maintenance Program, said sum to be spent under the direction of the

Town Manager, and to meet this appropriation that said sum be transferred from Overlay Surplus; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This warrant article will fund the annual and necessary maintenance of public buildings throughout the Town and School Department, including, but not limited to, asbestos abatement, duct cleaning, painting, and other repairs and necessary upgrades. Unless circumstances require otherwise, the FY2019 program will fund duct cleaning at the High Rock and Mitchell Schools, PSAB, and CATH, wood floor refinishing at the Pollard, High School, Mitchell, Hillside, Broadmeadow, Newman, and Eliot Schools and Town Hall, carpet replacement in the media center at the Pollard School, asbestos abatement at the DPW garage, an evaluation of the pipes at the Public Safety Building, and splitting the chimney at the roof at the Eliot and High Rock Schools. At the Broadmeadow School, it will fund a hot water heater replacement and an acoustical treatment in the gym. At the Mitchell School, it will fund electrical upgrades, an office reconfiguration, painting of the ceiling tiles, refinishing of the wood trim and doors, rekeying the building, replacing the base trim, and providing acoustical insulation in the attic.

ARTICLE 12: APPROPRIATE FOR TIME CLOCK SYSTEM

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$81,000 for the purpose of funding a time clock system, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: The Town seeks to implement a time clock system to track the work hours of DPW staff. Currently, work hours are tracked manually. This system will integrate with the Town's financial software to facilitate the processing of payroll. It will allow staff to "punch-in" at the beginning and the end of their shifts to ensure that payroll records are accurate and to resolve discrepancies currently found in the paper system. The new system will reduce the current double entry system, whereby the division generates a manual time card and then this time card is entered into the payroll system.

ARTICLE 13: APPROPRIATE FOR LONG RANGE PLAN

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$50,000 for the purpose of funding consulting assistance for a long range plan, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: Long range planning is an organized way to determine community needs and to set a series of goals to meet those needs. Needham has experienced an extraordinary amount of growth over the last decade. Each of these projects has been sized on its own to determine the impact and mitigation needed for town infrastructure. This funding will allow the Town to engage a consultant to provide data

for boards, committees, and commissions to use in understanding the impact of population growth, demographic changes and economic development on aspects such as traffic and circulation, housing and residential development, historic and cultural resources areas, natural resources and open space, schools, and public facilities and services. The funding will permit us to look at the studies for various projects and to fill in the gaps between those studies in order to create a holistic picture of the town's growth. This information will be used in goal and priority setting across the Town. It will also be used to understand the opportunity for further growth and development.

ARTICLE 14: APPROPRIATE FOR RTS EFFICIENCY STUDY

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$100,000 for the purpose of funding an RTS efficiency study, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Department of Public Works has proposed a review of the day-to-day operations of the RTS to identify efficiencies and develop a master plan based on the findings. The efficiency study will include a review of all aspects of the RTS operation (recycling, municipal solid waste, composting, materials processing, and the closed landfill) as they relate to site operations, a review of site layout, traffic patterns, identifiable safety concerns, an evaluation of operating and maintenance, disposal, and transportation costs, a review of current staffing and equipment levels and evaluation of future needs, and a review of Municipal Solid Waste (MSW) and recycling handling practices and their impact on existing infrastructure. The recommendations included in the efficiency study report will inform the master planning process for RTS facility improvements.

ARTICLE 15: APPROPRIATE FOR WATER METER DATA COLLECTION

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$220,000 for the purpose of funding a water meter data collection system, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Water Enterprise Fund Retained Earnings; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Department of Public Works has developed a plan to convert all water meters in Town to meter interface units (MIU) that can be read remotely with a remote data collection tool. There are 660 domestic and irrigation water meters in Town that have touch pads for reading the meter. In order to collect readings from these types of meters, Town staff must record the reading from the water meter and input the data into a hand-held device. Through this process, more time is spent in the field reading water meters and the readings are subject to human error. The MIUs will allow the meters to be read remotely from a Town vehicle, reducing reading time in the field and improving accuracy. The data from the MIU is transmitted by radio frequency to the mobile data collector tool.

ARTICLE 16: APPROPRIATE THE FY2019 OPERATING BUDGET

To see what sums of money the Town will vote to raise, appropriate, and/or transfer for the necessary Town expenses and charges, and further that the operating budget be partially funded by a transfer from Free Cash in the amount of \$2,506,298, from Overlay Surplus in the amount of \$335,000, from amounts Reserved for Debt Exclusion Offsets in the amount of \$115,147, and \$441,494 to be raised from CPA receipts; and further that the Town Manager is authorized to make transfers from line item 8 to the appropriate line items in order to fund the classification and compensation plan approved in accordance with the provisions of Section 20B(5) of the Town Charter, and to fund collective bargaining agreements approved by vote of Town Meeting; and further that the Town Manager is authorized to expend from line item 5 in order to meet expenses for post-employment health and life insurance benefits for eligible retirees from the fund established for that purpose; or take any other action relative thereto.

INSERTED BY: Finance Committee

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted as shown on pages: 17-19

ARTICLE 17: APPROPRIATE THE FY2019 RTS ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and/or transfer and appropriate the following sums of money to operate the Solid Waste and Recycling Division of the Department of Public Works during fiscal year 2019, under the provisions of M.G.L. Chapter 44, Section 53F ½:

RTS Enterprise FY2019								
Line #	Description	FY2017		FY2018		FY2019		Town Meeting
		Expended	FTE	Current Budget	FTE	Recommended	FTE	Amendments
101A	Salary & Wages	\$757,996	10.0	\$796,656	10.0	\$801,914	10.0	
101B	Expenses	\$1,226,853		\$1,369,612		\$1,496,979		
101C	Operating Capital	\$96,250		\$91,500		\$91,500		
101D	Debt Service	\$149,784		\$150,000		\$150,000		
102	Reserve Fund	Transfers Only		\$25,000		\$25,000		
	TOTAL	\$2,230,883	10.0	\$2,432,768	10.0	\$2,565,393	10.0	
FY2019 Budget Percentage Change from FY2018 Budget							5.5%	

and to meet this appropriation that \$940,000 be raised from RTS Enterprise Fund receipts, that \$1,520,000 be raised from the Tax Levy and transferred to the Enterprise Fund, and that \$105,393 be transferred from RTS Enterprise Fund Retained Earnings; or take any other action relative thereto.

INSERTED BY: Board of Selectmen & Finance Committee

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Town of Needham provides residents with recycling and waste disposal services at the Town's Recycling Center and Transfer Station (RTS). The RTS is a residential drop-off facility with a pay-per-throw program. To use the RTS, residents must obtain a special sticker which is affixed to the windshield of the vehicle transporting recycling and/or trash into the RTS. Residents may purchase special bags for their non-recyclable trash disposal or may haul trash into the center and have it weighed before disposing, paying a fee. These fees combined cover some of the costs for operating the RTS. The RTS is one of the most utilized facilities within the Town - approximately 75% of Needham residents directly utilize the facility. The majority of the remaining 25% of Needham residents utilize the RTS through subscription hauler services. The RTS also provides disposal and recycling services for

many Town departments along with material processing and snow dump services for the Department of Public Works. Additionally, the RTS provides a variety of other specialty recycling options for residents such as books, clothing, and many others.

FY2019 will be the fifth year with the funding model for the Recycling and Transfer Station Enterprise, which includes a significantly higher contribution from the General Fund to offset the loss of revenue collected through the annual sticker fee that was previously paid by residents. This payment, along with pay-per-throw bags and other rubbish disposal fees and miscellaneous revenue, provides the funds to support and operate the center. The General Fund contribution of \$1,520,000 for FY2019 is \$57,500 more than the current year. This is a trend that is anticipated to continue into the future, which is one of the primary reasons that there is a recommendation to dissolve the enterprise fund effective for FY2020, addressed under a separate warrant article for this Town Meeting.

The recommended operating budget for FY2019 is \$2,565,393 or \$132,625 (5.5%) more than the FY2018 budget. The \$5,258 (0.7%) change in salary and wages line reflects step and longevity increases for department personnel. The collective bargaining agreement with the NIPEA union expires on June 30, 2018. A successor agreement with the union had not been reached; any funding that may be required as a result of an agreement will be addressed at a subsequent town meeting. The RTS has ten full-time employees, of whom eight are members of the NIPEA union.

The \$127,367 (9.3%) increase in the expense line is driven by the costs for the disposal of solid waste and the “upside-down” change with the recycling market which now has the Town paying to have many recyclable items removed from Town rather than being paid for the items. Overall the cost in processing recyclables accounts for more than \$110,000 of the total increase. However, recycling is still less expense than outright disposal. Another increasing expense is with the maintenance and repair of equipment and the facility which is \$12,100 more for FY2019 over FY2018, an increase of 17.5%.

The operating capital line is level funded at \$91,500 for FY2019. The funds are proposed to be used to replace an open top trailer and roll-off containers. The open top trailer is used to haul trash to the waste to energy plant in Millbury. The roll-off containers are used by residents to drop off trash and recycling; these are part of an annual replacement schedule. Debt service is level funded at \$150,000, and supports the debt capacity requirements to continue the current RTS operations. The reserve fund is level dollar as well for FY2019.

The RTS also reimburses the General Fund for costs incurred and paid by the general fund budgets, e.g., employee benefits, property and casualty insurance, financial and billing expenses, and other administrative and operational support costs.

ARTICLE 18: APPROPRIATE THE FY2019 SEWER ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and/or transfer and appropriate the following sums of money to operate the Sewer Division of the Department of Public Works during fiscal year 2019, under the provisions of M.G.L. Chapter 44, Section 53F ½:

2018 Annual Town Meeting Warrant

Sewer Enterprise FY2019

Line #	Description	FY2017		FY2018		FY2019		Town Meeting Amendments
		Expended	FTE	Current Budget	FTE	Recommended	FTE	
201A	Salary & Wages	\$997,868	12.0	\$958,976	11.0	\$961,327	11.0	
201B	Expenses	\$350,248		\$431,060		\$439,727		
201C	Capital Outlay	\$40,986		\$50,000		\$50,000		
201D	MWRA Assessment	\$5,683,915		\$5,889,796		\$6,227,150		
201E	Debt Service	\$1,044,704		\$1,500,000		\$1,500,000		
202	Reserve Fund	Transfers Only		\$35,000		\$35,000		
	TOTAL	\$8,117,721	12.0	\$8,864,832	11.0	\$9,213,204	11.0	
FY2019 Budget Percentage Change from FY2018 Budget							3.9%	

and to meet this appropriation that \$8,458,454 be raised from Sewer Enterprise Fund receipts, that \$504,750 be raised from the Tax Levy and transferred to the Sewer Enterprise Fund, and that \$250,000 be transferred from Sewer Enterprise Fund Retained Earnings; or take any other action relative thereto.

INSERTED BY: Board of Selectmen & Finance Committee

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This article funds the operation of the Town's sanitary sewer system. The Town's sewage collection system consists of more than 144 miles of collector and interceptor sewers, 3,958 sewer manholes, and nine sewer pump stations. The Town's sewer system is a collection system that discharges its wastewater to the Massachusetts Water Resources Authority (MWRA) system for treatment. Approximately 65% of the Town's sewer collection system is a gravity-only system, and 35% of the sewer system is pumped into the gravity system. Needham has two principal points of discharge into the MWRA system and nine other public locations where subdivisions discharge to the MWRA system. Personnel maintain and operate 22 sewer pumps, motors, switchgear, gates, valves, buildings, and grounds contained in nine pumping facilities located throughout town.

The Division also oversees the collection and transportation of Stormwater (drains program) originating from rain and snow storms for discharge into streams, brooks, rivers, ponds, lakes, flood plains and wetlands throughout Town. Stormwater and associated discharges are now considered by the Federal government as potentially contaminated, and have come under increasingly severe discharge performance standards. The intention is to reduce or eliminate contaminants contained in the flow washed from ground surfaces considered to be harmful to the environment. The Town's drainage infrastructure consists of over 144 miles of drains and 4,312 catch basins.

The Sewer Enterprise Fund budget includes the costs of the drains program because the daily work is performed by Enterprise Fund staff. However, the costs not associated with sewer operations are funded by taxation and not by sewer use fees. The table below provides a breakout between the sewer operations and the drains program to compare the budget change in the two operations from the current year.

2018 Annual Town Meeting Warrant

Budget Line	FY2019 Sewer Operations	FY2019 Drains Program	FY2019 Recommended Budget	FY2018 Sewer Operations	FY2018 Drains Program	Current FY2018 Sewer Budget
Salary & Wages	\$617,991	\$343,336	\$961,327	\$625,189	\$333,787	\$958,976
Expenses	\$278,313	\$161,414	\$439,727	\$273,098	\$157,962	\$431,060
Capital Outlay	\$50,000	\$0	\$50,000	\$50,000	\$0	\$50,000
MWRA Assessment	\$6,227,150	\$0	\$6,227,150	\$5,889,796	\$0	\$5,889,796
Debt Service	\$1,500,000	\$0	\$1,500,000	\$1,500,000	\$0	\$1,500,000
Reserve Fund	\$35,000	\$0	\$35,000	\$35,000	\$0	\$35,000
Total	\$8,708,454	\$504,750	\$9,213,204	\$8,373,083	\$491,749	\$8,864,832
	FY2019 Sewer Operations \$ Change	FY2019 Drains Operations \$ Change	FY2019 Sewer Enterprise \$ Change	FY2019 Sewer Operations % Change	FY2019 Drains Operations % Change	FY2019 Sewer Enterprise % Change
Salary & Wages	-\$7,198	\$9,549	\$2,351	-1.2%	2.9%	0.2%
Expenses	\$5,215	\$3,452	\$8,667	1.9%	2.2%	2.0%
Capital Outlay	\$0	\$0	\$0	0.0%		0.0%
MWRA Assessment	\$337,354	\$0	\$337,354	5.7%		5.7%
Debt Service	\$0	\$0	\$0	0.0%		0.0%
Reserve Fund	\$0	\$0	\$0	0.0%		0.0%
Total	\$335,371	\$13,001	\$348,372	4.0%	2.6%	3.9%

The total operating budget of \$9,213,204 for FY2019 is \$348,372 more than the current FY2018 budget, an increase of 3.9%. This increase is primarily due to the increase in the MWRA assessment for the Town's sewerage and wastewater disposal. The \$6,227,150 preliminary assessment represents a 5.7% increase over FY2018. The increase in the MWRA sewer assessment accounts for approximately 97% of the total increase. The final assessment from the MWRA will be affected by the amount of sewer rate relief that is provided to the Authority by the Commonwealth, which will not be known until after the budget is voted by the Legislature and approved by the Governor.

The FY2019 sewer operations portion of the budget is \$335,371 higher, an increase of 4.0% over the current year. The MWRA assessment for FY2019 is \$337,354 more than the current appropriation, which is greater than the total increase for sewer operations. The total sewer operations increase is lower than the increase for just the MWRA assessment is due to the decrease in the salary and wages line. The FY2019 drains operations portion of the budget is \$13,001 more than the FY2018 allocation, a 2.6% increase over FY2018.

The total salary and wages line is \$961,327 for FY2019, an increase of \$2,351 (0.2%). The sewer division has 11 full-time employees all of whom are members of the NIPEA union. A successor agreement with the union has not been reached; any funding that may be required as a result of an agreement will be addressed at a subsequent town meeting.

The total expense line for FY2019 is \$439,727 which is \$8,667 or 2.0% more than the current year. The largest of the expense increases (\$7,000) is for the new stormwater management software that is necessary to meet the new Municipal Separate Storm Sewer System (MS4) permit requirements. There is a \$2,175 increase for the repair and maintenance of generators and facilities. The estimated cost for collecting and disposing of catch basin and street sweeping debris is \$2,998 higher than the current year. There is also a \$200 increase for certification and licenses fees. These increases were offset in part with budget decreases for energy (\$1,693), vehicle related expenses (\$1,013), and various supplies (\$1,000).

The operating capital line is level funded at \$50,000 for FY2019. This budget line pays for grinder replacements and allows the department to continue its annual \$25,000 allocation for sewer pump and small power equipment replacement. The plan for FY2019 is the replacement of one pump at the Great Plain Avenue Pump Station and replacement of a grinder at the Kendrick Street Pump Station.

The sewer debt service budget line is also level dollar at \$1,500,000 for FY2019, which is in keeping with the overall sewer capital infrastructure-funding plan for long term investments. The reserve fund is level dollar for FY2019. The budget plan for FY2019 includes the use of \$250,000 from sewer retained earnings. The \$504,750 to be transferred from the tax levy is to pay for drains-related programs; this is an increase of \$13,001 from FY2018.

The Sewer Enterprise Fund also reimburses the general fund for costs incurred and paid by General Fund budgets, e.g., employee benefits, property and casualty insurance, financial and billing expenses, and other administrative and operational support costs. The Sewer Enterprise Fund budget is a self-supporting account. Sewer user fees and charges cover the cost of the sewer operations and the general fund payment supports the drains program.

ARTICLE 19: APPROPRIATE THE FY2019 WATER ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and/or transfer and appropriate the following sums of money to operate the Water Division of the Department of Public Works during fiscal year 2019, under the provisions of M.G.L. Chapter 44, Section 53F ½:

Water Enterprise FY2019								
Line #	Description	FY2017		FY2018		FY2019		Town Meeting Amendments
		Expended	FTE	Current Budget	FTE	Recommended	FTE	
301A	Salary & Wages	\$1,102,564	16.0	\$1,248,413	17.0	\$1,252,990	17.0	
301B	Expenses	\$1,087,838		\$1,107,888		\$1,137,563		
301C	Capital Outlay	\$2,875				\$20,000		
301D	MWRA Assessment	\$1,039,372		\$1,109,794		\$862,262		
301E	Debt Service	\$1,549,049		\$1,550,000		\$1,550,000		
302	Reserve Fund	Transfers Only		\$75,000		\$75,000		
TOTAL		\$4,781,698	16.0	\$5,091,095	17.0	\$4,897,815	17.0	
FY2019 Budget Percentage Change from FY2018 Budget							-3.8%	

and to meet this appropriation that the sum of \$4,897,815 be raised from Water Enterprise Fund receipts; or take any other action relative thereto.

INSERTED BY: Board of Selectmen & Finance Committee

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This article funds the Town's water system. The Town's water distribution system is a single service pressure zone system supplied by two sources. The Town's primary source of water is the Charles River Well Field which is able to produce up to 4.6 million gallons of water per day.. The current water withdrawal registration from the Department of Environmental Protection (DEP) allows approximately 2.63 million gallons of water per day to be pumped. The Charles River Well Field consists of three groundwater-pumping stations. Needham's second water source is a connection to the Massachusetts Water Resources Authority (MWRA) surface water supply originating at the Quabbin Reservoir and delivered through the Metrowest Tunnel and the Hultman Aqueduct. This water is pumped into the Needham system at the St. Mary's Pumping Station located at the corner of St. Mary Street and Central Avenue. This supply is used when the Town's demand for water is greater than the local supply, and serves as a backup should the Town's wells need to be taken off-line. Water Division staff operate the water treatment plant and also operate, maintain, and repair the Town-wide water distribution system. The system is comprised of more than 143.5 miles of water mains, 1,344 public and private

hydrants, 3,231 water gate valves, and 10,069 water service connections. This system supports approximately 14,545 installed meters.

The overall operating budget for FY2019 is \$4,897,815 or \$193,280 (3.8%) less than the FY2018 budget. The decrease is the result of a lower MWRA assessment for the Town's use of water. The MWRA bills the Town for actual water consumption in the calendar year preceding the new fiscal year; the FY2019 water assessment is based on CY2017 water use. The Town's use of MWRA water was down approximately 31% from the prior year. The preliminary water assessment for FY2019 is \$862,262 which is \$247,532 (22.3%) less than the appropriation for the current year. The final assessment from the MWRA is not expected until the end of the State budget process.

Water Production	CY2015	CY2016	CY2017
Water Production*	1,256.8	1,217.3	1,166.4
Water Production from MWRA	304.1	327.1	225.9
Water Production from Town Wells	952.7	890.2	940.5
Percentage from MWRA	24.2%	26.9%	19.4%
*millions of gallons			
Water meters replaced	1,203	1,348	1,315
Percentage of the total number of water meters in place for that year	8.3%	9.3%	9.0%

The FY2019 salary and wage expense line is \$1,252,990, an increase of \$4,577 (0.4%) over the current budget. The water enterprise has 17 full-time employees of which 13 are unionized. Twelve employees are members of the NIPEA union and one employee is a member of the ITWA union. The collective bargaining agreement with the NIPEA and ITWA unions expires on June 30, 2018. Successor agreements with the bargaining groups have not been reached; any funding that may be required as a result of an agreement will be addressed at a subsequent town meeting.

The water expense line of \$1,137,563 is \$29,675 higher than the FY2018 budget, or approximately 2.7% more. Approximately 83% of that increase (\$24,716) is for public works supplies which include drinking water treatment chemicals and water meters of various sizes. Professional and technical services increased by \$6,700 to pay for costs associated with the Dunster and Birds Hill water tank inspections and testing. The budget expense for gasoline and diesel fuel for vehicles and equipment is \$2,138 higher than the current year. There is a decrease in the budget for energy of \$3,579 (electricity is higher and natural gas is lower). The net change for all the other expense categories is a decrease of \$300.

There is a request for \$20,000 in operating capital for FY2019 – there was no budget for this category in FY2018. The planned expenses are the replacement of two filter valves (\$15,000) at the water treatment plant, and the replacement of a trailer to move equipment (\$5,000). Debt service is level funded at \$1,550,000, which is based on approved projects, and is in keeping with the overall water capital infrastructure-funding plan for long term investments. The water reserve fund is level dollar for FY2019.

The Water Enterprise Fund also reimburses the general fund for costs incurred and paid by general fund budgets, e.g., employee benefits, property and casualty insurance, financial and billing expenses, and other administrative and operational support costs. The Water Enterprise Fund budget is a self-supporting account. Water user fees and charges cover the entire cost of operations.

ARTICLE 20: AMEND GENERAL BY-LAW - DEPARTMENT REVOLVING FUNDS

To see if the Town will vote to amend the General By-Laws by striking the words “Public Facilities Department “ under section 2.2.7.5.8 and inserting in place thereof “Department of Public Works”; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The purpose of this By-Law amendment is to reflect the organization change where the operations division of the Public Facilities Department was moved into the Department of Public Works.

ARTICLE 21: SET THE ANNUAL DEPARTMENT REVOLVING FUND SPENDING LIMITS

To see if the Town will vote to fix the maximum amount that may be spent during fiscal year 2019 beginning on July 1, 2018 for the revolving funds established in the Town’s General By-Laws for certain departments, boards, committees, agencies, or officers in accordance with Massachusetts General Laws Chapter 44, Section 53E½, or take any other action relative thereto.

Revolving Fund	Department, Board, Committee, Agency or Officer	FY2019 Spending Limit
Home Composting	Department of Public Works	\$3,000
Immunization Program	Health and Human Services Department	\$25,000
Memorial Park Activities	Memorial Park Trustees	\$4,100
Needham Transportation	Health and Human Services Department	\$60,000
Public Facility Use	Public Facilities Department	\$250,000
School Transportation	School Committee	\$819,000
Traveling Meals	Health and Human Services Department	\$75,000
Tree Replacement	Department of Public Works	\$25,000
Water Conservation	Department of Public Works	\$10,000
Youth Services Programs	Health and Human Services Department	\$25,000

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The purpose of this article is to set the annual spending limit for the various revolving funds that are established by Town By-Law in accordance with MGL Chapter 44 Section 53E1/2. The law requires that the Town Meeting shall, on or before July 1 of each fiscal year, vote on the limit for each revolving fund established under this law the total amount that may be expended during the fiscal year. The law provides also that the limit on the amount that may be spent from a revolving fund may be increased with the approval of the Board of Selectmen and Finance Committee should the revolving activity exceed the spending limit, but only until the next Annual Town Meeting.

ARTICLE 22: AUTHORIZATION TO EXPEND STATE FUNDS FOR PUBLIC WAYS

To see if the Town will vote to authorize the Town Manager to permanently construct, reconstruct, resurface, alter or make specific repairs upon all or portions of various Town ways and authorize the expenditure of funds received, provided or to be provided by the Commonwealth of Massachusetts through the Massachusetts Department of Transportation; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Town receives funding from the Commonwealth of Massachusetts for road construction projects. Approval of Town Meeting is required in order for the Town to receive and expend the funds. The Massachusetts Department of Transportation (MassDOT) will distribute Chapter 90 funding only after it has been authorized by the Legislature and the Governor. The FY2019 Chapter 90 allocation for the Town is \$929,259. Unless circumstances require otherwise, the FY2019 Chapter 90 allocation will be directed to the design of the second phase of the downtown design improvement project.

ZONING / LAND USE ARTICLES

ARTICLE 23: AMEND ZONING BY-LAW – PERMITTED USES IN THE NEIGHBORHOOD BUSINESS DISTRICT

To see if the Town will vote to amend the Needham Zoning By-Law, as follows:

- (1) Amend Section 3.2.3 Uses in the Neighborhood Business District, Subsection 3.2.3.2, Uses Permitted by Special Permit, by inserting a new paragraph (p) to read as follows:

“(p) Apartment or multi-family dwelling use above the first floor provided the first floor is used for a nonresidential use allowed in Section 3.2.3.1 or Section 3.2.3.2 and further provided that the proposed apartment or multi-family dwelling complies with the lot area per unit requirements for apartments in the A-1 district as detailed in Section 4.3. This provision applies only to Neighborhood Business Districts any portion of which is located within 150 feet of the Route 128 boundary.”

- (2) Amend Section 4.4 Dimensional Requirements for Commercial Districts, by adding the following new Subsection at the end thereof:

“4.4.12 Dimensional Relief by Special Permit

Notwithstanding the foregoing to the contrary and subject to all other requirements of the district, the Planning Board acting as a special permit granting authority may issue a special permit for mixed use buildings allowed by special permit under Subsection 3.2.3.2 (p) in the Neighborhood Business District to:

- (a) increase the maximum floor area ratio to 0.7 and the building height to three (3) stories and forty (40) feet; and
 - (b) reduce the minimum side and/or rear setback adjoining a residential district to twenty (20) feet provided said strip is suitably landscaped in accordance with the specifications in Section 4.4.8.5.”
- (3) Amend Section 6 Special Regulations, by adding the following new Subsection at the end thereof:

“6.11 Affordable Housing

Any mixed-use building in the Neighborhood Business (NB) District with six or more dwelling units shall include affordable housing units as defined in Section 1.3 of this By-Law. The following requirements shall apply to a development that includes affordable units:

- (a) At least twelve and one-half percent (12.5%) shall be affordable units. For purposes of calculating the number of affordable units required in a proposed development, any fractional unit of ½ or greater shall be deemed to constitute a whole unit.
- (b) To facilitate the objectives of this Section 6.11 the minimum lot area per dwelling unit normally required in the A-1 zoning district (as applicable to the Neighborhood Business District), shall be reduced by that amount necessary to permit up to two additional units (one affordable unit and one market unit) on the lot for each one Affordable Unit over the number required in section 6.11(a) above. The additional floor area permitted herein shall be counted toward the maximum floor area ratio allowed by special permit in the NB district.
- (c) In a home-ownership project the affordable unit(s) shall be sold to households with incomes at or below eighty (80) percent of area median income. In a rental project the affordable rental units must be provided to households with incomes at or below 80% of area median income. However, if the applicant provides at least one-half of the affordable units for households with incomes at or below fifty (50) percent of area median income, the remaining affordable units may be rented to households with incomes up to 100 percent of area median income even if the latter units are not eligible for the Subsidized Housing Inventory, regardless of any requirements to the contrary set forth in Section 1.3.
- (d) Affordable units shall be dispersed within the building and not concentrated in one area or on one floor. They shall generally be comparable in size and energy efficiency to the development’s market-rate units.
- (e) The affordable units shall be constructed in proportion to the number of market-rate units in the development. Proportionality shall be determined by the number of building permits or certificates of occupancy issued for the affordable units and market-rate units, as applicable, or otherwise in accordance with a schedule set by the Planning Board in conditions imposed on the Special Permit.

- (f) The selection of eligible homebuyers or renters for the affordable units shall be in accordance with a marketing plan approved by the Needham Planning Board prior to the issuance of any building permits for the development.
- (g) The affordable units shall be subject to an affordable housing restriction as defined in Section 1.3 of this By-Law with limitations on use, occupancy, resale prices or rents, as applicable, and which provides for periodic monitoring for compliance with the requirements of said restriction.
- (h) For affordable units with not more than one bedroom, the minimum number of parking spaces under Section 5.1 shall be reduced to one space per unit.
- (i) The SPGA may authorize that an alternative method of compliance be used, in accordance with the following:
 - (1) Cash Payment: The SPGA may grant a special permit to provide affordable housing through a cash payment to the Needham Affordable Housing Trust Fund, in lieu of providing one or more of the affordable units required under this Section. The cash payment shall be equal to the most current Total Development Costs set forth in the MA Department of Housing & Community Development's Qualified Allocation Plan in its Low Income Housing Tax Credit Program, for the areas described as within Metro Boston/Suburban Area, adjusted for the type of project and number of units. The cash payments shall also be in accordance with a schedule of affordable housing payments as outlined hereafter in §6.11(i)(2) and guidelines adopted and amended from time to time by the SPGA, following a public hearing, in consultation with the Needham Department of Planning and Community Development (DPCP);
 - (2) For a covered development having 10 units or less that provides affordable housing through a cash payment in lieu of affordable units, the cash payment shall be made as a pro-rated percentage (%) of the Total Development Cost referenced in §6.11(i)(1), based on the total number units in the project and the following percentages: 10 units - 100%; 9 units - 90%; 8 units - 80%; 7 units - 70% and 6 units - 60%. The DPCD shall not sign off on Certificate(s) of Occupancy until the Petitioner pays 100% of the required cash in lieu payment."

Or take any other action relative thereto.

INSERTED BY: Planning Board

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Explanation: This article would authorize by special permit apartment or multi-family dwelling use above the first floor in the Neighborhood Business District located at Central Avenue and Reservoir Street, provided the proposed apartment or multi-family dwelling complies with the lot area per unit requirements for apartments in the A-1 district. Specifically, the provision would apply to Neighborhood Business Districts, any portion of which is located within 150 feet of the Route 128 boundary. Presently mixed use development which includes a housing component is not a permitted use within the Neighborhood Business District.

To encourage redevelopment of existing properties for mixed use development of an appropriate scale, density and design, the article offers flexibility as relates maximum floor area ratio, building height and

minimum side and/or rear setback. This relief is provided in the Neighborhood Business District located at Central Avenue and Reservoir Street. Specifically, the amendment would allow the Planning Board, acting as a special permit granting authority under site plan review, to issue a special permit to increase the maximum permitted floor area ratio for a mixed use building up to 0.7 and the maximum permitted building height to three (3) stories and forty (40) feet. Currently in the aforementioned district, the maximum floor area ratio for a building or structure is capped at 0.50 and the maximum building height is capped at two and one-half (2.5) stories and thirty-five (35) feet. Additionally, the amendment would allow the Planning Board, acting as a special permit granting authority under site plan review, to reduce the minimum side and/or rear setback for a mixed use building adjoining a residential district to twenty (20) feet provided the required 20 foot buffer strip is suitably landscaped and not used for any other purpose. Currently in the aforementioned district, no building or structure for a use not allowed in a residential district is permitted within 50 feet of the residential district boundary, and within said strip, the twenty-five (25) feet closest to the boundary line is to be suitably landscaped.

Affordable housing is also proposed to be accommodated in larger scale mixed-use developments under this amendment in the Neighborhood Business District located at Central Avenue and Reservoir Street. The proposed zoning requires affordable housing in larger mixed-use developments, i.e., with six or more dwelling units. At least one affordable unit is required for a development with six to ten units. For a development with eleven or more units, at least twelve and one-half percent (12.5%) must be affordable. To encourage the provision of an additional affordable unit above the required minimum, the proposed zoning allows for a density bonus of up to two units such that if the development includes an additional affordable unit, an additional market unit can be produced. Finally, the Planning Board may grant a special permit to provide affordable housing through a cash payment to the Needham Affordable Housing Trust Fund, in lieu of providing one or more of the affordable units as noted above. The cash payment shall be equal to the most current Total Development Costs set forth in the MA Department of Housing & Community Development's Qualified Allocation Plan in its Low Income Housing Tax Credit Program, for the areas described as within Metro Boston/Suburban Area, adjusted for the type of project and number of units.

ARTICLE 24: AMEND ZONING BY-LAW – MAP CHANGE TO NEIGHBORHOOD BUSINESS DISTRICT

To see if the Town will vote to amend the Needham Zoning By-Law by amending the Zoning Map as follows:

Place in the Neighborhood Business District a portion of land now zoned Industrial and lying between the Charles River, Reservoir Street, and 100-feet distant from the Central Avenue Layout.

Said land is bounded and described as follows:

Beginning at a point 100-foot distant from the Central Avenue Right of Way southerly layout line and at the intersection now or formally of the Single Residence B District, Industrial District, and Neighborhood Business District on the property line identified as Parcel II recorded at the Norfolk Registry of Deed Book 11216 page 659. Thence running along the northern property line of said Parcel II in the southeasterly direction for a distance of 56-feet more or less to a point of intersection with the rear lot corner of said parcel. Thence turning and running in a southwesterly direction along said rear property line of Parcel II, and of Parcel I described in said deed for a total of 262-feet more or less to a point of intersection of the Reservoir Street Right of Way easterly layout line. Thence turning and running in a northwesterly direction along the easterly Reservoir Street Right of Way line to a point of intersection of

the now or formally zoned Neighborhood Business District and Industrial District and located 100-foot distant from the Central Avenue southerly layout line. Thence turning and running in a northeasterly direction along the now or formally intersecting line of the Industrial District and Neighborhood Business District and parallel to the Central Avenue southern layout line to the point of beginning.

Or take any other action relative thereto.

INSERTED BY: Planning Board

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: This article describes the geographical area located between the Charles River, Reservoir Street and 100-feet distant from the Central Avenue Layout proposed to be changed from an Industrial District to a Neighborhood Business District. Portions of Parcels 9 and 10-01 on Assessors' Plan Number 80 (Panella's Market, 50 Central Avenue) that are currently zoned Industrial and located 100-feet distant from the Central Avenue Layout are affected by this rezoning. Currently the affected properties are located within two zoning districts, namely the Industrial District and the Neighborhood Business District. With this zoning map revision, the entirety of Parcels 9 and 10-01 as shown on Assessors' Plan Number 80 will be placed in the Neighborhood Business District.

ARTICLE 25: AMEND ZONING BY-LAW – SIDE AND REAR SETBACKS ADJOINING RESIDENTIAL DISTRICTS

To see if the Town will vote to amend the Needham Zoning By-Law as follows:

- (1) In Section 4.4.8, Side and Rear Setbacks Adjoining Residential Districts, by adding a new sentence at the end of Section 4.4.8.1 and Section 4.4.8.4, that reads "Notwithstanding the foregoing, the provisions of this section shall not be applicable with respect to the portion of any residential district within the layout of Route 128/95."
- (2) In Section 4.6.5, Side and Rear Setbacks Adjoining Residential Districts, by adding a new sentence at the end of said section that reads "Notwithstanding the foregoing, the provisions of this section shall not be applicable with respect to the portion of any residential district within the layout of Route 128/95."

Or take any other action relative thereto.

INSERTED BY: Planning Board

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: Sections 4.4.8 and 4.6.5 of the Zoning By-Law provide that when certain business zoning districts abut a residential district the first 50 feet of the business district adjoining the residential district is subject to limitations on what can be constructed within that 50 foot buffer. The purpose of the 50 foot buffer is to provide residential homeowners with certain protections from commercial activities by regulating building setback distance to the residential district zone line and by establishing suitable landscape screening standards to further protect residential abutters from adjacent commercial uses.

The reason for the proposed Warrant Article is that the Route 128/95 layout is still designated as a residential zoning district from which the 50 foot setback standard is to be met. This is a remnant from the time before Route 128/95 was constructed in the early 1950's. Since there clearly are no residences

located within the Route 128/95 right of way, there are no residences to protect. Accordingly, the article eliminates from the 50 foot setback requirement the portion of any residential district located within the Route 128/95 layout. Without the proposed change, certain commercial areas located along Route 128/95 will continue to be subject to restrictions that limit development and diminish property values but serve no public purpose (i.e. there are no residences to protect). With the amendment the commercial properties along the layout will be subject only to the requirements of the districts they are located in.

COMMUNITY PRESERVATION ACT ARTICLES

ARTICLE 26: APPROPRIATE FOR ROSEMARY LAKE SEDIMENT REMOVAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$2,400,000 for Rosemary Lake Sediment Removal, to be spent under the direction of the Town Manager, and to meet this appropriation that \$1,550,000 be transferred from CPA Free Cash, \$340,000 be transferred from the FY2018 CPA General Reserve, and that \$510,000 be transferred from the Open Space Reserve; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The proposed sediment removal project continues the Town's compliance with Environmental Protection Agency (EPA) requirements to address the discharge of pollutants through stormwater into the Charles River and other water bodies. This requirement derives from a 1996 Memorandum of Understanding between the Town and the EPA as well as 2003 and 2016 national Pollutant Discharge Elimination System (NPDES) regulations. The Town has been completing projects along Rosemary Brook over the past several years, improving the quality of water that leads into Rosemary Lake. The next step is to remove the sediment from Rosemary Lake, all of which will lead to better water quality downstream, as Rosemary Brook continues through Needham Heights, eventually meeting the Wellesley water lands and then the Charles River.

ARTICLE 27: APPROPRIATE FOR ROSEMARY CAMP PROPERTY

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$50,000 for Rosemary Camp Property improvements, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from CPA Free Cash; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The three remaining buildings at the Rosemary Camp property are subject to vandalism and should be removed for safety reasons. The two smaller buildings were formerly latrines, and need to be decommissioned as part of demolition. The shelter building is not insulated and the electrical source was disconnected almost twenty years ago when a fourth building was lost in a fire. The main trail head, accessed from the Rosemary Recreation Complex parking lot, is being rebuilt while the parking lot is rebuilt, and through a prior approved funding source, the bridge crossing the stream will be re-built by the Student Conservation Association. At a later time, a picnic shelter will be added at

the camp property. This area will be available for use by trail walkers as well as any programs offered by Park and Recreation or other Needham organizations.

ARTICLE 28: APPROPRIATE FOR EMERY GROVER FEASIBILITY

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$70,000 for a feasibility study of the Emery Grover Building, to be spent under the direction of the Permanent Public Building Committee and Town Manager, and to meet this appropriation that said sum be transferred from CPA Free Cash; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: Numerous Facilities Master Plans have indicated that the Emery Grover School Administration Building is in need of additional office and storage space, as well as extensive repair and modernization. The needed scope of renovation includes reorganizing office and meeting spaces, making the building fully ADA accessible, removing remaining asbestos and lead paint, and replacing deteriorating systems, including: windows, HVAC, electrical and plumbing. These renovations would allow for a more efficient use of space, as well as full utilization of all four floors and full handicapped accessibility. A feasibility study was conducted in August 2013 by DesignLAB Architects, which identified several options: renovation of the existing building, the purchase/renovation of commercial property, and new construction on an alternate Town-owned parcel. This request is to conduct a “refresh” of the original study, to focus on a project to renovate/reconstruct the Emery Grover Building at the Highland Avenue location. The study will include an updated project budget and schedule, address temporary relocation requirements, and identify any building code changes that will be needed to accommodate the projected use. In addition, the study will include the assessment of swing space options including timelines and project budget for the swing space.

ARTICLE 29: APPROPRIATE FOR HISTORIC DATABASE PROJECT

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$25,000 for the completion of the historic database project, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from CPA Free Cash; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Needham History Center and Museum proposes to complete its on-going artifact and archive project. With prior CPC funding, the Needham History Center and Museum has been able to rehouse and reorganize its collection and create a collections database. Archival-sound containers have been used for storage, photos have been taken and information uploaded onto a database system that makes it easier to search and put together exhibits, including web-based exhibits.

ARTICLE 30: APPROPRIATE FOR MEMORIAL PARK BUILDING CONSTRUCTION

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$6,250,000 for construction of the Memorial Park Fieldhouse, including any costs incidental or related thereto, to be spent under the direction of the Permanent Public Building Committee and Town Manager, and to meet this appropriation that \$500,000 be transferred from CPA Receipts, \$1,032,000 be transferred from Free Cash, \$1,800,000, be transferred from the Athletic Facility Improvement Fund, and that the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow \$2,918,000 under Massachusetts General Law Chapter 44, Section 7; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Massachusetts General Law Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: Winter Street Architects performed a feasibility study on the Memorial Park Building in 2016, and, after design funds were approved at the May 2017 Annual Town Meeting, Winter Street continued to move forward with design development. The design is for a new two-story building which will be fully accessible, and constructed in accordance with the modern building code. The building will enhance programs held at the park, and promote synergy among the other nearby Town facilities. The building will be a service point for High School athletics and other community activities, while keeping the focus on the site and its history. The first floor will have spaces for Needham High School home teams to meet, and a separate room for visiting teams. These rooms have been designed in a flexible manner so that they can be used for other community activities. The facility will include a concession room, restrooms for park users, and a small number of restrooms for team use. Storage will be available for the DPW Parks and Forestry Division, as well as for groups using the fields at Memorial Park. The second floor will have meeting space for the Trustees and other community groups, as well as a room for larger meetings.

ARTICLE 31: APPROPRIATE TO COMMUNITY PRESERVATION FUND

To see if the Town will vote to hear and act on the report of the Community Preservation Committee; and to see if the Town will vote to appropriate a sum pursuant to Massachusetts General Law Chapter 44B from the estimated FY2019 Community Preservation Fund revenues, or to set aside certain amounts for future appropriation, to be spent under the direction of the Town Manager, as follows:

Appropriations:

A. Administrative and Operating Expenses of the Community Preservation Committee	\$82,000
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Reserves:

B. Community Preservation Fund Annual Reserve	\$1,025,153
C. Community Housing Reserve	\$289,000
D. Historic Resources Reserve	\$0
E. Open Space Reserve	\$289,000

or take any other action relative thereto.

INSERTED BY: Community Preservation Committee

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: Town Meeting and voters approved the Community Preservation Act in 2004. The Fund receives monies through a 2.0% surcharge on local real estate property tax bills with certain exemptions. Adoption of the Act makes the Town eligible to receive additional monies on an annual basis from the Massachusetts Community Preservation Fund. Any expenditure from the Community Preservation Fund must be both recommended by the Community Preservation Committee (CPC) and approved by Town Meeting. The law requires that at least 10% of the revenue be appropriated or reserved for future appropriation for each of the following purposes: community housing, historic preservation and open space. The Town traditionally sets aside 11% to account for any changes to the revenue estimate or State match that may occur during the year. Up to 5% of the annual revenue estimate may be utilized for the administrative and operational expenses of the Community Preservation Committee. At the end of the fiscal year, unspent administrative funds return to the CPA Annual Reserve.

CAPITAL ARTICLES

ARTICLE 32: APPROPRIATE FOR GENERAL FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$4,651,789 for General Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

Group	Description	Recommended	Amendment
Community Services	Library Furniture Replacement	\$43,970	
Community Services	Non-Public Safety Data Center Servers and Storage Units	\$180,000	
DPW	Energy Efficiency Upgrade Improvements	\$71,000	
DPW	Hillcrest Radio Repeater Building Replacement	\$136,000	
DPW	Specialty Equipment - Large Mower	\$76,500	
DPW	Streetlight Conversion to LED	\$685,000	
DPW	Traffic Improvements	\$50,000	
General Government	Town Multi-Function Printer Devices	\$35,000	
General Government	Town Offices Replacement Furniture	\$25,000	
Multiple	Fleet Replacement Program	\$981,442	
Public Safety	Fire Engine E2 Replacement	\$840,163	
Public Safety	Personal Protective Equipment	\$43,424	
Public Safety	Police Use-Of-Force Training Simulator	\$47,000	
Public Safety	Public Safety Data Center Servers and Storage Units	\$30,000	

2018 Annual Town Meeting Warrant

Group	Description	Recommended	Amendment
Public Safety	Public Safety Mobile Devices	\$35,000	
Public Schools	Pollard Blue & Green Gym Upgrades	\$540,000	
Public Schools	Pollard Phased Improvements Feasibility Study	\$65,000	
Public Schools	School Furniture & Equipment	\$60,500	
Public Schools	School Phone System Replacement	\$319,000	
Public Schools	School Photocopier Replacement	\$84,190	
Public Schools	School Technology Replacement	\$303,600	
		\$4,651,789	

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

Library Furniture Replacement

The renovated library has been open to the public for more than eleven years, and, due to heavy use, the furniture is beginning to show wear and tear. Both public and staff computer chairs are slowly breaking and the covering on the arms is splitting. Some of the mesh on the Community Room stackable chairs is unraveling, the backs are separating from the frames, and food has been caught in the mesh and proven difficult to remove. The forty-two cloth public arm chairs are also showing wear from heavy use, particularly on the arms. The thirty-eight leather public arm chairs are also beginning to show wear.

Non-Public Safety Data Center Servers and Storage Units

This funding is for the replacement of hardware within the three Town of Needham data centers. Phase 1 of the project, which is taking place in the current fiscal year (FY2018), includes the replacement of four servers, two storage units, and four switches. Phase 2 of the project will be the replacement of six servers, two storage units, and four switches. Data Center 1 is housed at the Town Hall, Data Center 2 is housed at the Public Services Administration Building, and Data Center 3 is housed at the Center at the Heights. Data Center 1 is the primary data center where Town Departments access files and programs, the Internet, and network and Internet security takes place. The six servers at Town Hall are physical servers; however three of them maintain and support upwards of 50 virtual servers with corresponding data maintained on the storage units. The other three are for specific software functions. The servers, storage unit, and switches at the Public Services Administration Building act as fail safe in case of the Town Hall's network and infrastructure going offline. The server and storage at the Center at the Heights is where backup data is housed and from there certain segments of the data are migrated off site. All replacements would be comparable to the current devices being used. Maintaining this hardware at a level that will support the needs of the Town Departments is critical to the Town's business continuity strategy. As equipment gets older it becomes more difficult to maintain the same level of quality and performance as when initially installed, and this directly affects the day-to-day operations of the Town. Unless circumstances require otherwise, FY2019 funding will be for Data Center 1 and Data Center 2 hardware replacement.

Energy Efficiency Upgrade Improvements

An energy efficiency study was conducted for ten municipal buildings in 2011. The results of this study illustrate that if the Town makes an initial investment in selected and recommended energy upgrades, the cost of these upgrades will pay for themselves within ten years. Unless circumstances require otherwise, FY2019 funding will be allocated to installing a bi-lighting system in the hallways at the Pollard Middle School, retro-commissioning the HVAC system at the Eliot School, and installing a bi-lighting system in the hallways at the High Rock School.

Hillcrest Radio Repeater Building Replacement

This funding will support the replacement of the failing building at the base of the Birds Hill Water Tower on Hillcrest Road. The building houses radio equipment and related support components used by the following departments: Fire, Police, DPW, School Transportation, and Emergency Management. The new building will house some existing equipment, some new equipment, and a back-up generator. The current building, which was built with cement blocks, is deteriorating and has several water leaks in both the walls and the roof. There has also been damage to the building and its contents from animals. Additionally, the steel entrance door exhibits rust and rot. The current building size is 8'X10' and the proposed replacement building would be 8'X12', placing the back-up power generator in a separate room, as well as allowing modest room for future expansion. The building plays a critical role in the Town's public safety communication network.

Specialty Equipment

UNIT	DIVISION	YEAR	REPLACEMENT	AMOUNT
344	Parks & Forestry	2011	Large-Scale Mower	\$76,500

Streetlight Conversion to LED

This funding will allow the Town to convert its network of streetlights to Light Emitting Diodes (LED). The Department conducted a Streetlight Pilot Program in the spring of 2017, testing existing streetlights against LED streetlights. The existing lights are High Pressure Sodium (HPS) lights, which were considered the most energy efficient lighting types for their purpose in the early 2000s. Currently, LEDs are considered the more energy efficient lighting type. Of the three LED streetlight models piloted, two received higher average ratings than the existing HPS streetlights by the Town residents who completed the online survey. The Metropolitan Area Planning Council (MAPC) conducted an estimate for the conversion of all of the Town's existing Cobra head streetlights, determining that there are 2,521 existing streetlights that need to be converted. The Town's energy savings would be approximately 393,296 kWh annually. LED lights will be warrantied for ten years, and the only costs for maintenance to the Town will be labor to address any issues, pole transfers, new lights, and the cost of knockdowns. Other Massachusetts towns and cities with comparable streetlight inventories that have participated in the MAPC LED conversion program have secured maintenance contracts valued at an average of \$0.53 per streetlight per year, while Needham currently pays \$14.24 per streetlight per year for its existing streetlight maintenance contract. Though not all Town-owned streetlights are eligible for LED conversion under the MAPC program, total maintenance savings for those that are eligible for conversion could exceed \$30,000 per year.

Traffic Improvements

This funding would support projects that are recommended by the DPW and the Traffic Management Advisory Committee (TMAC). These recommendations include items such as permanent speed monitoring devices, traffic calming measures, and school zone enhancements. The proposed funding will support one or two construction-related requests per year, such as 500 feet of roadway granite curb installation, two school zone installations, two average traffic calming installations, several radar sign installations or

sign and/or pavement markings. Unless circumstances require otherwise, FY2019 funding is proposed for the installation of granite curbing on Paul Revere Road and Brookline Street.

Town Multi-Function Printer Devices

This funding will allow for the replacement of multi-function printers throughout the four primary Town locations (Town Hall, Public Services Administration Building, Public Safety, and Center at the Heights) that are obsolete or as part of a planned schedule replacement. In all there are nine of these devices between the buildings with only three of the devices not purchased during a capital project. Though several of these devices are currently over six years old, with one over eight, only one has reached 50% of the anticipated life cycles for each model according to the manufacturer estimated cycles per year. Based on the current usage, the expected life of these devices is between ten and twelve years. However the manufacturer of these devices does not guarantee the availability of parts or consumables past seven years. The cycle for replacement of these multi-function printers is therefore seven years.

Town Office Furniture Replacement

The renovated Town Hall opened in October, 2011, and the Public Services Administration Building opened in February, 2010. Furniture in heavy use is in need of replacement. Furniture scheduled to be replaced in FY2019 includes the Selectmen's Chambers conference table and chairs, and furniture in poor and fair condition at the Public Services Administration Building.

General Fund Fleet Program – General Purpose Vehicles

Unit #	Division	Current Vehicle Type	Vehicle Year	New Vehicle Type	Amount
1	Administration	Passenger Vehicle SUV	2011	Passenger Vehicle Compact SUV	\$33,616
702	Building Maintenance	Work Truck Class 2 Pick Up	2001	Work Truck Class 2 Pick Up	\$45,765
44	Engineering	Passenger Vehicle SUV	2011	Passenger Vehicle Compact SUV	\$33,616
46	Engineering	Passenger Vehicle SUV	2011	Passenger Vehicle Compact SUV	\$33,616
4	Fleet	Work Truck Class 3 Pick Up	2006	Work Truck Class 3 Flat Bed	\$82,671
65	Parks	Work Truck Class 3 Pick up	2015*	Work Truck Class 3 Pick up	\$66,037
301	Parks	Utility Van	2009	Utility Van	\$34,069
4	Schools	Passenger Van	2011	Passenger Van	\$48,776
5	Schools	Passenger Van	2011	Passenger Van	\$48,776
Total					\$426,942

* Although the vehicle is fairly new, it has been an ongoing maintenance problem and has proven unreliable.

Truck Classification

Class 1 = Smallest Pick-up Trucks 6,000 lbs.

Class 2 = Full Size or 1/2 Ton Pick-up Trucks 6K to 10K lbs. (ex Ford F150 and F250)

Class 3 = Heavy Duty Pick-up Trucks 10K to 14K lbs. (ex Ford F350)

Class 4 = Medium Size Work Trucks 14K to 16K lbs. (ex Ford F450)

Class 5 = Medium Job Trucks 16K to 19.5K lbs. (ex Ford F550)

Class 6 = Medium to Large Trucks 19.5K to 26K (ex Ford F650)

Class 7 = Heavy Duty Trucks 26K to 33K (ex Ford F750) Requires Class B Commercial

Class 8 = Largest Heavy Duty Trucks 33K lbs. or more (ex 18-wheeler)

General Fund Fleet Replacement – Specialized Equipment

Unit #	Division	Current Vehicle Type	Vehicle Year	New Vehicle Type	Amount
55	Highway	Work Truck Class 5 Dump Truck	2011	Work Truck Class 5 Hook Lift Dump Truck	\$142,495
181	Highway	Street Sweeper#	2012	Street Sweeper Vacuum	\$264,101
183	Parks	Large Trailer Leaf Picker	2007	Large Trailer Leaf Picker	\$25,722
Total					\$432,318

The vehicle will be retained as a backup vehicle.

General Fund Fleet Replacement – Snow & Ice Equipment

Unit #	Division	Current Vehicle Type	Vehicle Year	New Vehicle Type	Amount
76	Highway	Skid Steer Loader	2006	Skid Steer Loader	\$122,182

Personal Protective Equipment

This funding is part of an annual program begun in FY2018 to replace Personal Protective Equipment ("PPE" or "bunker gear") for 20% of all firefighting personnel on an annual basis. This is to ensure the life span of the equipment does not exceed the ten year guideline. Ensembles issued prior to the recent purchase of a second set of PPE are approaching this time frame. Bunker gear includes boots, firefighting pants and coat. Firefighting personnel regularly work in toxic environments caused by spills, chemical releases and the products of combustion. Numerous studies have found the number of carcinogens and other toxins associated with the fire ground to be extremely high. Further, the toxicity of these carcinogens appears to be much greater and more concentrated today, due to the widespread use of synthetic and petroleum based building materials and furnishings found in modern construction. These unhealthy contaminants, chemicals, toxins and carcinogens adhere to firefighters' bunker gear, thus creating a lingering exposure concern for not only the firefighters, but to members of the public they serve, as they respond to calls for service. Current safety practices dictate that firefighters be issued two sets of PPE, so that once contaminated the equipment can be washed in extractors and dried in dryers designed specifically for that purpose. Maintaining a second set of PPE allows for contaminated equipment to be washed and dried properly, while allowing personnel to remain available to respond to calls.

Use of Force Training Simulator

This funding will support the acquisition of an interactive Use-Of-Force training simulator, which will provide a platform for realistic, stress-induced training. The system provides scenarios that enhance marksmanship skills and improve decision-making for the appropriate selection of force to be used. The simulator provides trainees with the ability to practice posture, verbalization, soft hand skills, impact weapons, chemical spray and lethal force. The system also provides a means for officers to practice de-escalation skills. Each trainee's scenario and reaction can be analyzed and then reviewed for training purposes. The system is portable and can be easily customized to meet the needs of the Department. The benefit of having an effective, realistic training program is to enhance public safety as well as reduce liability risks

Public Safety Data Servers

This request consists of two elements used by Public Safety. The first element, Digital Video Recorder, is used internally and externally by the Needham Police Department. There are multiple cameras within the Needham Police Department from the front entrance to the jail cells and throughout the multiple hallways and areas. There are also several cameras on the external structure of the Public Safety Building as well as Town Hall that are managed through the Digital Video Recording hardware from the Police Department. These devices are used for safety and security of the officers and any other individuals who may find themselves within the Needham Police Department. The second element of the project request is the replacement of Public Safety CAD hardware installed during the FY2015 upgrade of the Public Safety CAD software. The software piece of the Public Safety CAD project was funded by a capital request while the hardware piece of the Public Safety CAD project, as well as the Digital Video Recorder equipment, was funded using State 911 Grant Funds. However during CY2015 the State put a hold on all future funding of the 911 Grants.

Public Safety Mobile Devices

This funding will replace laptops and tablets that are used in the Needham Police and Fire Department Vehicles. The hardware is used to access multiple applications during daily operations. The hardware communicates with the Public Safety CAD software as well as State and Federal databases. The devices themselves are hardened military specification hardware manufactured for above normal use in more intensive environments than normal off the shelf hardware.

Pollard Blue and Green Gym Updates

The Pollard gyms were identified in the feasibility study conducted in 2011 as in need of upgrade, and have been identified by the Director of Athletics as in need of improvement. These improvements consist of replacing the present rubber flooring with another material that is more appropriate for basketball use, upgrading lighting, and installing mats along the side of the gym for safety. Lighting upgrades were completed under the Energy Efficient Upgrades request in FY2016. In FY2019, this funding will allow the Town to replace the flooring in the Blue and Green Gyms. The present rubber flooring is not ideal for basketball use and this building is used frequently by both school and community basketball groups due to its size. The rubber flooring will be replaced by a new type of flooring that would have the same bounce as wood flooring required for basketball usage, but does not have the ADA/MAAB accessible issues that wood flooring presents. Additionally, work will be done to improve the functionality and safety of both gyms. In the Blue Gym, the siding will be removed and replaced. The Blue Gym will also be painted to brighten the area. Backboards and winch mechanisms on the basketball hoops will be replaced and winch mechanisms will be installed on hoops that do not currently have them. Padding will also be installed behind all backboards. In the Green Gym, two sections of pull out seating, approximately 15'x15' each, will be installed in order to accommodate classes.

Pollard Phased Improvements Feasibility Study

This is a project to study the feasibility of phasing identified improvements at the Pollard School over multiple years, for the purpose of best addressing the needs of that facility in the most timely and economically feasible manner possible. Additionally, the study will evaluate the current condition of the Pollard modular classrooms and develop recommendations (as needed) for extending their useful life until such time as they can be replaced with permanent construction.

School Copier Replacement

In May of 2003, Town Meeting authorized \$60,000 in first year funding to establish a replacement cycle for school photocopiers. School photocopiers are located in all the schools and the administration building, and are used both by administrative and teaching staff. Teachers use the machines to reproduce classroom materials, including homework sheets, exams, teaching packets, etc. Currently the School Department owns 47 copy machines. The FY2019 request replaces six copy machines. Copier replacement is planned on a cycle analysis, which projects when a copier should be replaced based on actual usage and the manufacturer's total estimated capacity. Copiers which are heavily used are replaced more frequently than copiers that are lightly used. A seven-year maximum is assumed for most machines, even if they have not yet reached maximum copy allowances, given the additional operating expense associated with servicing and maintaining older equipment, as well as the difficulty in obtaining replacement parts. This analysis assumes that copiers are re-deployed around the District as needed, to match copier use with equipment capacity.

School Furniture & Equipment

This request continues the replacement cycle for school furniture in poor and fair condition at the Schools. Furniture at the Pollard Middle School is 25-30+ years old and in a state of disrepair after decades of heavy use. In FY2005 Town Meeting approved funding of \$20,500 to begin the replacement of furniture in poor condition. By FY2015, all furniture in 'poor' condition was replaced in the schools. In FY2019 \$30,500 is proposed for the resurfacing of cabinets in three Pollard science classrooms and installation of new counters in four Pollard science classrooms, and \$30,000 is proposed for the purchase of classroom furniture for Needham High School.

School Phone System Replacement

The telephone system currently in use by the School Department consists of eight separate phone systems of varying ages from five to over 15 year old (estimated.) The systems employ manufacturer discontinued equipment, are unstable and are in constant need of repair. The phone systems in three buildings - Hillside, Mitchell and Emery Grover - have occasionally failed, leaving the buildings with no phone access. All systems require frequent repairs, which can only be performed by a contract technician via a technical service maintenance appointment. The existing system, in addition to being old and unstable, runs on antiquated PBX technology that uses traditional Verizon POTS (copper) lines for external calls and Centrex to connect internally within a network of Town departments. This type of system supports a limited number of concurrent external connections per building and a limited number of concurrent Centrex connections per building; when concurrent lines are maximized within a building, users receive a busy signal until a line becomes available. Accessibility of the current voicemail system also is a concern particularly for teachers who transition to different classrooms and locations throughout the day; their voicemail is only available from their "home" location. This request would replace the antiquated PBX system with a new phone system that would combine all of the buildings into a unified IP-based phone system. The new system would utilize the Town's fiber network and pooled SIP trunks to reduce overall cost while maintaining a secure, robust and reliable phone system. It would allow for tiered user licenses that are customized to roles and responsibilities. The School Department will assume responsibility for managing the new technology-based system from the Public Works/Building Maintenance Division.

School Technology Replacement

This request is for funding to replace School Department technology, including computers, printers, IWBs, servers, laptop carts, and specialized instructional labs. The request reflects the decision in FY2017 to move Digital Learning Devices (DLDs) and staff laptops to the operating budget, as well the new classroom technology standard. In FY2017, funding for devices with a lifespan of fewer than five years was shifted to the operating budget. These devices included Digital Learning Devices (DLDs) such as iPads and Chromebooks, and laptops. The FY2019 submitted request is for \$303,600 and consists of computer hardware (computer labs, desktops, TV studio, interactive white boards, and video displays) in the amount of \$190,600 and infrastructure (servers, network hardware, and wireless infrastructure and access points) in the amount of \$113,000.

ARTICLE 33: APPROPRIATE FOR ATHLETIC FACILITY IMPROVEMENTS DESIGN

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$55,000 for athletic facility improvements design for turf field replacement, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from the Athletic Facility Improvement Fund; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: *This request is for the design of the removal of the existing turf carpet, re-grading, and installation of new artificial field turf at DeFazio and Memorial Park.*

ARTICLE 34: APPROPRIATE FOR PUBLIC WORKS INFRASTRUCTURE PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$1,773,500 for improvements and repairs to the Town's infrastructure including but not limited to roads, bridges, sidewalks, intersections, drains, brooks and culverts, including costs incidental or related thereto, to be spent under the direction of the Town Manager, and to meet this appropriation that \$1,523,500 be transferred from Free Cash and that the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow \$250,000 under Massachusetts General Law Chapter 44, Section 7; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Massachusetts General Law Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: *The Public Works Infrastructure Program allows the Department of Public Works to make improvements and repairs to Town infrastructure, including but not limited to roads, bridges, sidewalks, intersections, drains, brooks, and culverts. Each program is detailed below.*

Street Resurfacing

This Program is essential to maintaining the structural and surface integrity of the Town's approximately 279 lane miles of accepted streets. The Town targets 17 lane miles per year to achieve a desired life cycle of 15 to 20 years. The primary strategy of this program is asphalt paving and incidental work. Incidental

work may include asphalt berm curb, new grass shoulders, corner reconstruction including handicapped ramps, minor drainage improvements, street sign replacement, traffic markings, and signs. Applying this repair strategy in a timely manner will extend the useful life of the roadway for up to 15 years. Installing a monolithic asphalt berm curb better defines the edge of road, improves drainage and protects the shoulder from erosion. The Town targets roads with a Pavement Condition Index (PCI) of below 70 for resurfacing or specialized treatment. The Town targets a PCI of 60 or below for repair/renovation. The Town's goal is to maintain its roadway network at an average PCI rating of 75. Target funding for street resurfacing in FY2019 is \$820,000.

Traffic Signal & Intersection Improvements

This Program will fund traffic signal improvements, intersection improvements, and new traffic signal installations where none currently exist. In FY2019, DPW will evaluate intersection prioritization for future projects.

Sidewalk Program

This Program funds improvements to the network of sidewalks throughout the community. There are over 160 miles of accepted sidewalks in Needham. Over half of the Town's sidewalks do not comply with current standards and require significant improvements, including the installation of handicapped ramps. Sidewalk improvements must comply with Federal and State laws and construction standards. The target funding for FY2019 is \$500,000.

Storm Drain Capacity Improvements

This Program provides funding to improve roadway drainage capacity. The Town's Stormwater Master Plan identified a number of areas throughout Needham where improvements are required to resolve flooding problems and illicit discharge. Since the issuance of the Stormwater Master Plan numerous multi-unit developments have been built or planned in the Town of Needham. These developments include new roads with drainage structures and roof or sump connections that are then connected to existing Town systems. These new connections have increased the load on the Town's drainage system and caused flooding in some areas. Due to extensive drainage repairs that were required on Greendale Avenue, funds for FY2018 were diverted to that project. Unless circumstances dictate otherwise, FY2019 funding of \$103,500 is planned for engineering and design for Ardmore Road and Hunnewell Street.

Storm Drain System Repairs

This Program provides funding to repair failing storm drainage infrastructure within Town easements that have been discovered through investigation work. These projects will include the replacement of existing culverts that have deteriorated over time and are restricting flow. This work will eliminate flooding and capacity issues in the immediate vicinity. Unless circumstances dictate otherwise, FY2019 funding in the amount of \$100,000 is targeted for engineering and design for 470 South Street.

Brooks and Culverts – Repair and Maintenance

It is the intention of the DPW to address the issue of poorly draining brooks, streams, waterways, and culverts throughout the Town that have been severely damaged by heavy rains/storms in the past. Flooding has caused the failure of retaining walls, resulting in extensive erosion and silt deposits in brooks and streams. The silt has provided a medium for vegetation and affected the flow of water, and the situation has resulted in the loss of useable abutting property and flooded basements. The Environmental Protection Agency (EPA) is currently finalizing stronger requirements for stormwater and permitting under the NPDES permit. Unless circumstances require otherwise, FY2019 funding in the amount of \$250,000 is planned for construction in Meredith Circle.

Roadway Reconstruction

The Town evaluates the sight distance, drainage, handicap ramps, sidewalks, subsurface utilities, public utility poles and overhead utilities of all roads. The physical condition of roads to be considered for full reconstruction includes shape, foundation and traffic volume. This is a multi-year process requiring surveying, designing, utility evaluation and construction. Some of the roads that may be targeted for full reconstruction in the future include: Marked Tree Road, Nehoiden Street, Kingsbury Street, sections of Central Avenue, and Webster Street from Dedham Avenue to South Street. No funding is allocated to the Roadway Reconstruction category in FY2019.

Bridge Repairs

Surrounded on three sides by the Charles River, the Town jointly maintains a number of bridges with neighboring communities. The Massachusetts Bridge Inspection Program has identified a number of bridges that have some level of deficiency and has recommended repairs. This Program is essential to improve the structural and/or surface integrity of all bridges throughout Needham. No funding is proposed for this category in FY2019.

Guardrail

Many of the Town's guardrails are noncompliant and the DPW is preparing a plan to systematically upgrade existing guardrails to make them both compliant and aesthetically pleasing. No funding is proposed for this category in FY2019.

ARTICLE 35: APPROPRIATE FOR PUBLIC WORKS STORAGE FACILITY

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$7,615,000 for design and construction of the Public Works Storage Facility, including costs incidental or related thereto, to be spent under the direction of the Permanent Public Building Committee and Town Manager, and to meet this appropriation that \$1,382,000 be transferred from Free Cash, that \$944,000 be transferred from Sewer Enterprise Fund Retained Earnings, and that \$1,786,000 be transferred from Water Enterprise Fund Retained Earnings, and that the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow \$3,503,000 under Massachusetts General Law Chapter 44, Section 7; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Massachusetts General Law Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: *The recently completed DPW relocation feasibility study determined that all of the vehicle storage required to fulfill DPW operations programming needs cannot fit on the existing site (470/484 Dedham Avenue). The existing site has been approved by the Board of Selectmen as the preferred site for the ultimate reconstruction of the facility. Weston & Sampson evaluated many options and locations, recommending that a storage facility be constructed in a remote location. After reviewing recommendations with the PPBC and Board of Selectmen, Weston & Sampson has recommended that the facility be located near the RTS on Central Avenue. The storage facility will address the needs of a modernized DPW facility and organization, including providing shelter for Town equipment which will increase its service life. The feasibility process included the development of a comprehensive vehicle and equipment list, including towed, ride-on, and small portable equipment along with classified storage type*

(i.e. garaged vs. covered), and presented equipment storage scenarios. This request will fund both the design and construction of the facility.

ARTICLE 36: APPROPRIATE FOR RTS ENTERPRISE FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$345,360 for RTS Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from RTS Enterprise Fund Retained Earnings; or take any other action relative thereto.

Group	Description	Recommended	Amendment
RTS	Fleet Replacement - Specialized Equipment	\$245,360	
RTS	Big Belly Trash Cans	\$100,000	
		\$345,360	

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

Smart Technology Trash Cans

The Town has been investigating long term strategies for reducing public litter. Over the past year, the DPW has met with vendors to review a Town-wide deployment of waste management receptacles. These receptacles have two compartments, one for recycling and one for trash, with solar powered compactors, and technology that provides an alert when the receptacles are full. The Town is pursuing a pilot program to deploy these receptacles at recreational facilities around Town. This deployment will include 12 trash and recycling receptacles. Eleven receptacles will be solar powered compactors and one will be a solar powered non-compactable receptacle. The solar powered compactors will be deployed in areas of high trash volume and the non-compactable receptacle will be deployed in an area that is not prone to substantial trash generation. The receptacles will be purchased by the Town and their impact on reducing overflowing trash and minimizing odors will be monitored. There is a potential in the future to either purchase or lease additional receptacles.

RTS Enterprise Fund Fleet Replacement – Specialized Vehicles

Unit #	Division	Current Vehicle Type	Vehicle Year	New Vehicle Type	Amount
143	RTS	Front End Loader	2010	Front End Loader	\$245,360

ARTICLE 37: APPROPRIATE FOR RTS PROPERTY REPAIRS

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$645,000 for RTS Property Repairs, including costs incidental or related thereto, to be spent under the direction of the Town Manager, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow \$645,000 under Massachusetts General Law Chapter 44, Section 7; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Massachusetts General Law Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This funding will enable the Town to make repairs to the Recycling & Transfer Station (RTS) facility to increase efficiency, comply with regulatory requirements, and improve the facility function. The Town's design consultant conducted two evaluations in 2016 on the roof and structure of the 1998 building. Emergency structural repairs were made to address immediate safety concerns in the building, including cleaning and painting of the steel framing, and repairs to the fire protection system. The remaining structural repairs that must be addressed include repairs to the pre-engineered metal framing, additional repairs to the fire protection system, additional cleaning and painting of the steel framing, roof repair, installation of a fall protection/warning system at tipping pit, replacement of the steel approach at tipping pit, and repair of the slab-on-grade. This funding will support the design, engineering, and construction of these items.

ARTICLE 38: APPROPRIATE FOR SEWER ENTERPRISE FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$1,357,111 for Sewer Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Sewer Enterprise Fund Retained Earnings; or take any other action relative

Group	Description	Recommended	Amendment
Sewer	Fleet Replacement Program	\$132,111	
Sewer	Sewer Main Extension Zone I and II	\$690,000	
Sewer	Sewer Main Replacements	\$330,000	
Sewer	Sewer System Infiltration & Inflow Removal	\$205,000	
		\$1,357,111	

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information**Sewer Main Extension Zones I and II**

The Massachusetts Department of Environmental Protection designates certain sensitive areas for aquifer protection. The Zone I and Zone II aquifer protection areas for the Charles River Wellfield

include homes with private septic systems. Zone I includes land within a 400 foot radius of existing or potential public water supply wells, and Zone II includes the area of an aquifer that, given the most severe pumping and recharge conditions that can be realistically anticipated, would potentially be affected by nearby septic systems. All three of Needham's wells are located in an area that is vulnerable to contamination from nearby septic systems. Extending the sewer main will enable access to homes within Zones I & II and reduce the risk of contamination. This funding will support the installation of a new sewage pumping station and extension of the sewer main in Winding River Road.

Sewer Main Replacements

The Greendale Avenue/Route 128 sewer interceptor is in need of rehabilitation/replacement. The existing sewer line is deteriorating and in need of rehabilitation/replacement. This funding will replace or reline 12,000 feet (2.25 miles) of 18 inch reinforced concrete gravity sewer main running through Town property in the Right of Way from Greendale Avenue near Cheney Street towards Route 128, and along the Route 128 Right of Way to Great Plain Avenue. This interceptor sewer collects and conveys waste water from numerous sewer lines. FY2019 funding will be allocated to a feasibility study for this project.

Sewer System Infiltration and Inflow Removal

The Town recently completed a study identifying priority areas for inflow and infiltration removal for the next ten years. The Town of Needham, along with numerous other communities, is under Administrative Orders from the Department of Environmental Protection (DEP) to identify and remove Infiltration and Inflow (I/I) in existing sewer systems. Infiltration is defined as groundwater or storm water runoff that enters the system through deteriorated pipe or manhole structures that need to be repaired. Inflow is defined as clean, non-septic water, which is introduced to the system. This water is generally produced by residential sump pumps that drain basements. Unless circumstances require otherwise, this funding will support the design of the removal of the remaining locations of identified infiltration in the system.

Sewer Enterprise Fund – Core Fleet Replacement

Unit #	Division	Current Vehicle Type	Vehicle Year	New Vehicle Type	Amount
28	Sewer	Work Truck Class 3 Flat Bed	2001	Work Truck Class 3 Pick Up	\$64,247
94	Sewer	Work Truck Class 2B Pick Up#	2014	Work Truck Class 3 Pick Up	\$67,864
Total					\$132,111

The vehicle will be retained as a backup vehicle.

ARTICLE 39: APPROPRIATE FOR WATER ENTERPRISE FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$1,525,048 for Water Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Water Enterprise Fund Retained Earnings; or take any other action relative thereto.

Group	Description	Recommended	Amendment
Water	Fleet Replacement Program	\$355,048	
Water	Birds Hill Water Tank	\$340,000	
Water	Water Distribution System Improvements	\$830,000	
		\$1,525,048	

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

Birds Hill Water Tank

The water tank located at Birds Hill ensures that the Town is able to maintain proper operating system pressure of the water distribution system. The tank is filled through one central pipe at the bottom of the tank — and this is also how the tank is drained. The movement of water is therefore predominately at the bottom of the tank. This tank is 100 feet in diameter at the foundation and is 45 feet in elevation. This funding will allow the Town to install a mixing valve that will circulate water throughout the tank. The improved circulation will assist in maintaining chlorine levels inside the tank, improving water quality.

Water Distribution System Improvements

Water System Rehabilitation

Through the Water System Rehabilitation Program, the Town's water infrastructure is continually evaluated to assess functionality and performance, and to identify areas in need of repair. Water infrastructure requires ongoing attention and periodic replacement, and portions of the Town's water infrastructure are 75+ years old and approaching the end of their useful life. A diligent rehabilitation program encompassing maintenance, repair, and replacement ensures a continual supply of water to the public. The Department of Public Works prioritizes replacement of water pipes based upon pipe condition, water break history, and adequacy of water flow to fire hydrants. Unless circumstances require otherwise, the FY2019 funding will support the replacement of 8 inch water mains on Bennington Street from High Street to Concord Street (unlined) and on Country Way (unlined).

Water Main Replacement

This request is to replace a total of 11,500 linear feet of 14 inch water main. The existing water line dates from 1936-1939 and is cast iron with bitumastic or coal tar liner. The water quality in areas serviced by this line is a concern, as the lining of these pipes breaks down over time causing discoloration in the water. In 2008, the Town began addressing areas served by this type of piping, which at the time was approximately 19,000 linear feet. The 14 inch water main was relined from the Charles River Water Treatment Facility to Grove Street. In 2010, the second phase of this project replaced the 14 inch water main with a new 16 inch water main extending from Grove Street to Central Avenue. In FY2016, the Town replaced the water main in Oak Street from Maple Street to Chestnut Street and in Chestnut Street from Oak Street to School Street. Unless circumstances require otherwise, FY2019 funding will be allocated to the construction of the remaining 11,500 linear feet of water main to be replaced from the intersection of Pine Street to Marked Tree Road to Oak Street, and Maple Street. The 14 inch water main will be replaced by a 16 inch water main.

Water Enterprise Fund Fleet Replacement – Specialty Equipment

Unit #	Division	Current Vehicle Type	Vehicle Year	New Vehicle Type	Amount
14	Water	Heavy Truck Class 8 Dump Truck	2009	Heavy Truck Class 8 Dump Truck	\$239,404
22	Water	Work Truck Class 4 Utility Box	2009	Work Truck Class 4 Utility Box	\$115,644
Total					\$355,048

TOWN RESERVE ARTICLES

ARTICLE 40: APPROPRIATE TO ATHLETIC FACILITY IMPROVEMENT FUND

To see if the Town will vote to raise, and/or transfer and appropriate the sum of \$63,378 to the Athletic Facility Improvement Fund, as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, as further amended by Section 22 of Chapter 218 of the Acts of 2016, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: Massachusetts General Law Chapter 40, Section 5B, allows the Town to create one or more stabilization funds for different purposes. A stabilization fund is a special reserve fund into which monies may be appropriated and reserved for later appropriation for any lawful municipal purpose. Monies accumulated in a stabilization fund carry forward from one fiscal year to another. Interest earned from the investment of monies in the stabilization fund remains with that fund. Town Meeting by majority vote may appropriate into the fund and by a two-thirds vote appropriate from the fund. The 2012 Annual Town Meeting approved the creation of the Athletic Facility Improvement Fund to set aside capital funds for renovation and reconstruction of the Town's athletic facilities and associated structures, particularly at Memorial Park and DeFazio Park Field Complex. The replacement of the synthetic turf fields at Memorial Park and DeFazio Park Field Complex is estimated to be \$2.5 million in FY2020. The requested appropriation continues the method of benchmarking to Park and Recreation administrative fee receipts from the most recent completed fiscal year (FY2017), The balance in the fund as of March 30, 2018 was \$4,380,174.

ARTICLE 41: APPROPRIATE TO CAPITAL IMPROVEMENT FUND

To see if the Town will vote to raise, and/or transfer and appropriate the sum of \$141,413 to the Capital Improvement Fund, as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, as further amended by Section 22 of Chapter 218 of the Acts of 2016, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Explanation: Massachusetts General Law Chapter 40, Section 5B, allows the Town to create one or more stabilization funds for different purposes. A stabilization fund is a special reserve fund into

which monies may be appropriated and reserved for later appropriation for any lawful municipal purpose. Monies accumulated in a stabilization fund carry forward from one fiscal year to another. Interest earned from the investment of monies in the stabilization fund remains with that fund. Town Meeting by majority vote may appropriate into the fund and by a two-thirds vote appropriate from the fund. The 2004 Annual Town Meeting under Article 58 approved the creation of Capital Improvement Stabilization Fund for the purpose of setting aside funds for time-sensitive and critical capital item(s) at times when ordinary funding sources are limited or not available. Over time, as the fund grows and is supported, it will be one of the tools in the overall financial plan of the Town. Maintaining and supporting such funds is looked upon favorably by the credit rating industry. The recommended appropriation of is equal to the amount that the Town received from the sale of surplus equipment during FY2017. This was one of the sources identified to be contributed to the fund. The balance in the fund as of March 30, 2018 was \$742,357.

ARTICLE 42: APPROPRIATE TO CAPITAL FACILITY FUND

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$1,817,000 to the Capital Facility Fund, as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, as further amended by Section 22 of Chapter 218 of the Acts of 2016, and to meet this appropriation that \$431,000 be raised from the Tax Levy, and that \$1,386,000 be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: Massachusetts General Law Chapter 40, Section 5B, allows the Town to create one or more stabilization funds for different purposes. A stabilization fund is a special reserve fund into which monies may be appropriated and reserved for later appropriation for any lawful municipal purpose. Monies accumulated in a stabilization fund carry forward from one fiscal year to another. Interest earned from the investment of monies in the stabilization fund remains with that fund. Town Meeting by majority vote may appropriate into the fund and by a two-thirds vote appropriate from the fund. The 2007 Annual Town Meeting under Article 10 approved the creation of the Capital Facility Fund, as part of the Town's planning strategy for addressing capital facility maintenance needs by providing a reserve to address extraordinary building repairs and related expenses at times when other resources are unavailable. The purpose of this fund is to allow the Town, from time to time, by appropriation, to reserve funds for design, maintenance, renovation, or reconstruction relating to the structural integrity, building envelope, or MEP (mechanical, electrical, plumbing) systems of then-existing capital facilities. The October 2, 2017 Special Town Meeting appropriated \$1,817,000 as a funding source for the reconstruction and expansion of Needham High School. The School Committee, Finance Committee and Board of Selectmen stated at that time their intent to restore the funding as soon as practicable. The balance in the fund as of March 30, 2018 was \$26,749.

MARIJUANA ESTABLISHMENT ARTICLES

ARTICLE 43: AMEND ZONING BY-LAW – MARIJUANA ESTABLISHMENTS

Whereas Needham being a town in which the majority of voters voted in the negative on question 4 on the 2016 state election ballot, entitled "Legalization, Regulation, and Taxation of Marijuana" the Planning

Board offers the following amendment. To see if the Town will vote to amend the Needham Zoning By-Law, as follows:

- (1) In Section 1.3, Definitions, by adding the following term and definition in the appropriate alphabetical location as follows:

“Marijuana Establishment: Any type of “marijuana establishment” as defined in G.L. c.94G, Section 1, including marijuana cultivators (including craft marijuana cultivator cooperatives), independent testing laboratories, marijuana product manufacturers, marijuana retailers (including delivery-only retailers and social consumption operation retailers whether as a primary use or mixed or accessory use), or any other type of licensed marijuana-related business (excluding Medical Marijuana Treatment Centers as defined below). ”

- (2) In Section 3.1, Basic Requirements, Subsection 3.1.2, Prohibited Uses, by inserting at the end of the first paragraph a new sentence, which shall read as follows:

“Use of any premises in any district as a Marijuana Establishment is hereby prohibited.”

- (3) In Section 3.2, Schedule of Use Regulations, Subsection 3.2.1, Uses in the Rural Residence-Conservation, Single Residence A, Single Residence B, General Residence, Apartment A-1, Apartment A-2, Apartment A-3, Institutional, Industrial, and Industrial-1 Districts, by inserting immediately below the row that reads “Medical Marijuana Treatment Center” a new entry, which shall read as follows:

“Use	<u>RRC</u> <u>SRA</u>	<u>SRB</u>	<u>GR</u>	<u>A-1,2</u> <u>&3</u>	<u>I</u>	<u>IND</u>	<u>IND-1</u>
Marijuana Establishment	N	N	N	N	N	N	N”

- (4) In Section 3.2, Schedule of Use Regulations, Subsection 3.2.2, Uses in the Business, Chestnut Street Business, Center Business, Avery Square Business and Hillside Avenue Business Districts, by inserting immediately below the row that reads “medical clinic” a new entry, which shall read as follows:

“Use	<u>B</u>	<u>CSB</u>	<u>CB</u>	<u>ASB</u>	<u>HAB</u>
Marijuana Establishment	N	N	N	N	N”

Or take any other action relative thereto.

INSERTED BY: Planning Board

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: The issues around the legalization of marijuana in Massachusetts, first medicinal in 2013, followed by recreational in 2016, continue to require municipal action in order to appropriately regulate this new use at the local level. Currently, the Needham Zoning By-Law permits a Medical Marijuana Treatment Center in the Mixed Use-128 District and in the Industrial-1 District where marijuana may be grown, processed or sold and an Off-Site Medical Marijuana Dispensary in the Highland Commercial-128 District where marijuana may be sold but not grown or processed. At the

present time there is one Medical Marijuana Treatment Center in Needham, located at 29 Franklin Street, where medicinal marijuana is sold. Recreational marijuana establishments in Needham are currently prohibited under a zoning moratorium adopted at the May 2017 Annual Town Meeting, which is set to expire on December 31, 2018. The Massachusetts Cannabis Control Commission (CCC) has finalized its regulations, which provide that the CCC will begin accepting applications for recreational (adult use) marijuana establishments on April 1, 2018. Since Needham adopted its moratorium before the CCC was to begin licensing non-medical marijuana establishments, no recreational establishments may be permitted in Needham during the moratorium and such establishments would be prohibited under the Needham Zoning Bylaw as of January 29, 2018 if this amendment takes effect.

On November 8, 2016, Massachusetts voters approved Question 4 legalizing the recreational use of marijuana (Chapter 334 of the Acts of 2016), but in Needham, the vote on Question 4 was 8,203 in favor and 9,964 against. On July 28, 2017 the Massachusetts State Legislature approved “An Act to Ensure Safe Access to Marijuana” which allowed municipalities that voted against Question 4 to prohibit marijuana establishments by adopting a by-law or by-laws for such purposes. Articles 43 and 44 are proposed to carry out and codify the action taken by the voters of the Town of Needham on Question 4 by prohibiting all types of recreational marijuana establishments in all districts of the Town, including cultivation, testing, product manufacturing, retail and any other type of recreational marijuana-related business in Needham. The amendment serves just to prohibit recreational marijuana establishments from locating in Needham and will not affect any other aspects of the recent legalization of recreational and medicinal marijuana. Personal possession and use by adults of marijuana, growing a limited number of plants at home for personal use, and the ability of licensed and regulated Medical Marijuana Treatment Centers and Off-Site Medical Marijuana Dispensaries to locate in Needham would all be unaffected by these changes.

ARTICLE 44: AMEND GENERAL BY-LAW/MARIJUANA ESTABLISHMENTS

To see if the Town will vote to amend the Town’s General Bylaws by adding a new Section 3.10, Marijuana Establishments, as follows:

“Section 3.10 Marijuana Establishments All types of “marijuana establishments” as defined in G.L. c.94G, §1, including marijuana cultivators, independent testing laboratories, marijuana product manufacturers, marijuana retailers or any other types of licensed marijuana-related businesses, shall be prohibited within the Town of Needham. Exempt from the provisions of this prohibition are medical marijuana treatment centers operated under a medical use marijuana license in accordance with the provisions of G.L. c. 94I,” or take any action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: Included in this warrant under Article 43 is a proposal to amend the Zoning By-Law to prohibit the location of marijuana establishments in any zoning district in the Town of Needham. Chapter 55 of the Acts of 2017, An Act to Ensure Safe Access to Marijuana, is ambiguous as to whether a by-law prohibiting marijuana establishments in the Town must be zoning or general in nature. As such, Town Counsel has recommended that the Town adopt both a general and zoning by-law to enact such a prohibition.

GENERAL ARTICLES

ARTICLE 45: NON-BETTERMENT STREET ACCEPTANCE – PANDOLF LANE

To see if the Town will vote to accept the following streets or portions thereof, constructed by developers under the requirements of the Subdivision Control Law and as laid out by the Board of Selectmen in accordance with plans on file with the Town Clerk, including the taking or acceptance of easements as shown on said plans: Pandolf Lane; or take any other action relative thereto

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: Pandolf Lane was constructed by a developer in conformance with the Town's design standards. This article, if accepted, will make Pandolf Lane a Public Way.

ARTICLE 46: AMEND GENERAL BY-LAW /PUBLIC CONSTRUCTION

To see if the Town will vote to amend the General By-Laws by deleting section 2.6.1 and inserting in place thereof the following:

“2.6.1 Building Design and Construction Department There is hereby established a Building Design and Construction Department under the authority of the Town Manager. The Department shall be responsible for managing the design (including feasibility studies), construction, reconstruction, alteration or enlargement of all buildings owned by the Town or constructed on land owned, leased, licensed or operated by the Town. These projects will be under the jurisdiction of the Permanent Public Building Committee as provided below, for which the Building Design and Construction Department will provide support.”

And by deleting Section 2.6.2 and inserting in place thereof the following:

“2.6.2 Permanent Public Building Committee There shall be a Permanent Public Building Committee (hereinafter “Committee”) responsible for overseeing the design (including feasibility studies), construction, reconstruction, alteration or enlargement of all buildings owned by the Town or constructed on land owned, leased, licensed or operated by the Town.”

And by deleting Section 2.6.2.2 and inserting in place thereof the following:

“2.6.2.2 Each of the members appointed by the Appointing Authority shall be a registered voter of the Town of Needham. No member appointed by the Appointing Authority shall be a paid employee of the Town, or serve as an elected official, or elected member of another standing Town board, committee or commission, except Town Meeting, or serve as an appointed member of another standing Town board, committee, or commission directly involved in the design, permitting, and/or financing of public buildings.”

And by deleting Section 2.6.2.18 and inserting in place thereof the following:

“2.6.2.18 Except as the laws of the Commonwealth may otherwise require, the Chair of the Committee, or his or her designated representative, shall, upon the termination of the Project Committee: (1) provide the User Agency and the Department of Public Works – Building Maintenance Division (hereinafter “BMD”) with a complete and final set of drawings and specifications of the finished structure, as-built drawings, Operations and Maintenance Manuals, all other contract documents, and shall provide to the User Agency and BMD all papers guaranteeing the building or any feature thereof (hereinafter “warrantees”), attic stock materials used therein, or work done thereon, and (2) post a digital copy of remaining records and reports on the Town server for the purpose of maintaining detailed records, including any inventory indicating what papers, materials and records were deposited with the User Agency and BMD. Subject to the approval of the Town Clerk and the requirements of M.G.L. Chapter 66, the user Agency and BMD may destroy that portion of the material provided to the User Agency and BMD determined to have no substantial value.”

And by deleting Section 2.6.19, or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: The purpose of this amendment is to update language to recognize the transfer of the building maintenance function to the Department of Public Works, to acknowledge that the role of the PPBC and Department includes both design and construction, to widen the pool of candidates to be considered for membership on the PPBC, and to be consistent with modern practices. The name of the Department that previously included both design and construction and building maintenance has been the “Public Facilities Department.” Now that the building maintenance function is a division of the Department of Public Works, the article would change the name of the remaining department to “Building Design and Construction Department.” The existing By-Law restricts appointed members of standing committees from serving as members of the PPBC. The proposed revision would allow those appointed to standing committees that are not involved in the design, permitting or financing of public buildings to serve on the PPBC. The proposed amendment also reflects current administrative practices, such as archiving digital versions of construction documents rather than in paper at the Public Library.

ARTICLE 47: AMEND GENERAL BY-LAW /CONTRACT PROCEDURES

To see if the Town will vote to amend the General By-Laws by deleting in Section 2.1.3 the sum \$25,000 and inserting in place thereof the sum “\$50,000,” and by deleting the words “for Curriculum” after the words “Online Subscription Services,” and by inserting at end of the Section the phrase “Appraisal Services for Revaluation 5,” and by alphabetizing the list of contract types, or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: The purpose of this article is to amend the Town’s By-Laws to reflect recent changes made to municipal finance under the Municipal Modernization Act and to allow greater flexibility in procuring online subscription services (software as a service). MGL Chapter 30B section 4 was amended by changing the maximum dollar amount for which written quotes may be solicited from \$25,000 to \$50,000. The amendment to section 2.1.3 of the Town’s By-laws would require Town Counsel’s approval of the form of the contract in amount of \$50,000 or more. The Act changed the frequency with which DOR must certify that local property assessments reflect fair cash valuation from every three years to every five years. The certification is a condition of approving the municipality’s

property classifications for purposes of allocating responsibility for the local tax levy. In order to better ensure that an outside company which may assist the Town with its property valuation duties for taxation is under contract for the full certification cycle, the Town's By-Laws would be amended to allow contracts for Appraisal Services for Revaluation to be for up to five years. Without the addition of this type of contract, the Town is limited to three years. The amendment to strike "for Curriculum" from the contract length will enable the Town to enter into contracts greater than three years for online subscription services beyond those used for education. There are an increasing number of companies and organizations that are changing their service models to be subscription based, and in order to obtain better terms and conditions, and be more efficient, the ability to enter into agreements for non-curriculum subscription services for longer periods is needed. The final change would allow the Town Clerk to alphabetize the list of contracts in the Town's By-Laws.

ARTICLE 48: AMEND GENERAL BY-LAW /VACCINATION REQUIREMENT

To see if the Town will vote to amend the General By-Laws by inserting a new Section 3.7.9, Vaccination Requirement, as follows:

"3.7.9 Vaccination Requirement Whoever is the owner of a pet (dog or cat or ferret) six months of age or older shall cause such pet (dog or cat or ferret) to be vaccinated against rabies by a licensed veterinarian using a vaccine approved by the Department of Public Health. Such owner shall produce a veterinarian's certificate that such pet (dog or cat or ferret) has been so vaccinated setting forth the date of such vaccination and the duration of immunity, or a notarized letter from a veterinarian that a certification was issued. An exemption from such vaccine may be granted by the Board of Health only upon presentation of a licensed Massachusetts veterinarian's certificate stating that because of an infirmity, other physical condition or regimen of therapy, such inoculation is considered inadvisable for a specified period of time for such reasons as provided in MGL Chapter 140 s.145B.

3.7.9.1 Unvaccinated pets (dogs or cats or ferrets) acquired or brought into the Town shall be vaccinated within thirty days after acquisition or entry into the Town or upon reaching the age of six months, whichever comes later.

3.7.9.2 Unvaccinated pets (dogs or cats or ferrets) shall be re-vaccinated in accordance with rules and regulations adopted and promulgated by the Department of Public Health.

3.7.9.3 Whoever violates this section shall be punished by a fine of not more than one hundred dollars per animal, or by a non-criminal penalty of fifty dollars per animal."

Or take any other action relative thereto.

INSERTED BY: Town Clerk

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: MGL Chapter 140 Section 145B requires owners of dogs, cats, and ferrets to be vaccinated against rabies. Owners who do not qualify for an exemption who fail to have a pet vaccinated shall be punished by a fine of not more than \$100. The purpose of this proposed amendment to the General By-Laws is to authorize the Town to fine such violators in compliance with the revised State statute.

ARTICLE 49: REVOKE M.G.L. C. 44 SECTION 53F ½ - RTS ENTERPRISE FUND

To see if the Town of Needham will revoke the provisions of Chapter 44 Section 53F1/2 of the Massachusetts General Laws, ceasing the Solid Waste and Recycling services as an enterprise fund effective fiscal year 2020; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Assistant Town Manager/Director of Finance, after consultation with a working group of citizens, has recommended that RTS operations be consolidated into the General Fund in FY2020. There have been growing service demands on the operations of the RTS over the years that do not generate revenue. The continuation of the pay-per-throw program and the elimination of the sticker fee are important components of the Town goal of encouraging greater recycling. The RTS Enterprise Fund has had a growing dependence on the General Fund in order to cover the cost of operations – a trend unlikely to reverse. It is also apparent that enterprise receipts are insufficient to fully fund even the basic infrastructure improvements that have been identified at the facility. The transition is proposed for FY202 in order to allow a smoother transition from Enterprise Fund to General Fund.

ARTICLE 50: HOME RULE PETITION/AMEND TOWN CHARTER

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court, in compliance with Clause (1), Section 8 of Article LXXXIX of the Amendments of the Constitution, to the end that legislation be adopted precisely as follows;

Be it enacted by the Senate and House of Representatives in the General Court assembled, and by authority of same, as follows:

SECTION 1. Chapter 403 of the acts of 1971, as most recently amended by Chapter 114 of the Acts of 2015 be amended as follows:

1. By striking out the terms “selectmen” and “board of selectmen” wherever they appear and inserting in place thereof the term “select board”.
2. In Section 7. Town Meeting Members at Large, by striking out the word “chairmen” and inserting in place thereof the word “chair” and further amend the section by inserting at the end of the second paragraph of said Section 7 the following sentence: “The designation as a town meeting member at large under clause (e) of the first paragraph of this section shall apply to the chair of the elected board as of the tenth day following the annual town election.”
3. By striking out Section 16 of the Charter and inserting in place thereof the following section:

“Section 16. Select Board. There shall be a select board for the town consisting of 5 members elected at each annual town election for terms of 3 years. The select board is the entity historically known as the board of selectmen, and possesses all the duties, authorities, and legal rights and responsibilities of the Town of Needham’s board of selectmen. The select board shall continue to have and exercise all the powers and duties vested in boards of selectmen by the laws of the commonwealth or by vote of the town, except as otherwise provided herein. For the

purposes of the charter and the by-laws of the town, the term “selectmen” or “board of selectmen” shall mean select board.

Members of the select board may be addressed as “select board member,” or “board member,” “selectwoman,” or “selectman.”

The select board shall have the general authority to execute the civil defense laws within the town and to make any declaration of emergency required by law.”

4. In Section 19, Other Elected Officers, by striking out the words “3 members of the board of health for a term of 3 years” and inserting in place thereof the words “5 members of the board of health for a term of 3 years.”

SECTION 2. At the annual town election in 2019 the two additional positions on the board of health shall be placed on the ballot. The candidate receiving the most votes shall be elected for a term of 3 years. The candidate receiving the second most votes will be elected for a term of 2 years. Thereafter each position shall be for a term of 3 years.

SECTION 3. This act shall take effect upon its passage.”

Or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: There are three facets of this proposed home rule petition: to clarify the designation of Town Meeting Members at large, to transition to gender-neutral language, and to expand the Board of Health from three members to five members. The designation of Town Meeting Member at Large applies to the chair of an elected board other than the Commissioners of Trust Funds. Because the Town election is held prior to the Annual Town Meeting, and the various boards and committees have different traditions as to when they elect a new chair, the proposed language would clarify that the designation as Town Meeting Member at Large will apply to the chair of the elected board as of the tenth day following the election.

The Board of Selectmen adopted a goal to review the Town By-Law and Charter to determine whether there is a need to update the language to eliminate reference to a single gender. The Board held a hearing on the subject of changing the name of the Board from “Board of Selectmen” to “Select Board,” and feedback was overwhelmingly positive. The proposed home rule petition would make that change. Finally, the Board of Health has requested an expansion of its membership from three (3) elected members to five (5) elected members. Such an expansion would help Board of Health members plan, discuss, and work collaboratively, augment the available training and professional experience level, and provide more resources and expertise with which to accomplish the Board’s mission.

ARTICLE 51: AMEND GENERAL BY-LAW /STORMWATER

To see if the Town will vote to amend the General By-Laws by inserting a new Article 7 as follows:

“ARTICLE 7

STORMWATER

SECTION 7.1 PURPOSE

The purpose of this By-Law is:

- (a) To prevent pollutants from entering the Town of Needham’s Municipal Separate Storm Sewer System (MS4);
- (b) To prohibit illicit connections and unauthorized discharges to the (MS4) and to require the removal of all such illicit connections;
- (c) To comply with state and federal statutes and regulations relating to stormwater discharges, including the NPDES MS4 Permit issued by the U.S. Environmental Protection Agency (EPA), the Massachusetts Stormwater Standards regardless of the location of the subject property relative to wetlands or other resource areas, and the Memorandum of Understanding (MOU) issued to the Town of Needham by the EPA in 1996;
- (d) To establish the legal authority to ensure compliance with the provisions of this By-Law through permitting, inspection, monitoring, and enforcement;
- (e) To control runoff and prevent soil erosion and sedimentation resulting from construction site stormwater runoff;
- (f) To promote infiltration and the recharge of groundwater;
- (g) To protect, maintain and enhance the public safety, environment, health, and general welfare by establishing minimum requirements and procedures to manage stormwater runoff, and;
- (h) To ensure that soil erosion and sedimentation control measures and stormwater runoff control practices are incorporated into the site planning and design process and are implemented and maintained.

SECTION 7.2 DEFINITIONS

For the purposes of this By-Law, the following definitions shall apply:

Alteration: Any activity that will change the ability of a ground surface area to absorb water or will change existing surface drainage patterns. Examples include, but are not limited to, construction of new structures, earthmoving, paving, and modification of existing vegetation.

Best Management Practices (BMPs): Structural, non-structural, and managerial techniques that are recognized to be the most effective and practical means to prevent or minimize increases in stormwater volumes and flows, reduce point-source and nonpoint-source pollution, and promote stormwater quality and protection of the environment.

Clean Water Act: The Federal *Water Pollution Control Act* (33 U.S.C. §§ 1251 *et seq.*) as it may hereafter be amended, and the Massachusetts Clean Water Act and Regulations.

Construction Site: Any site where activity is proposed or occurs that involves the alteration of land and involves a permit required by the Town.

Development: The alteration of land requiring an application for a building permit; or for a permit from the Planning Board, Board of Appeals, or Conservation Commission.

Illicit Connection: A surface or subsurface drain or conveyance that allows a discharge into the MS4 that is not entirely composed of stormwater or clean groundwater, including any connection from an indoor drain, sink, toilet, or laundry facility.

Illicit Discharge: Any direct or indirect discharge to the MS4 or the Waters of the Commonwealth that is not composed entirely of stormwater or clean groundwater, including, without limitation, any discharge of a pollutant, sewage, process wastewater, or wash water, except as exempted. The term does not include a discharge in compliance with a NPDES Stormwater Discharge Permit or a Surface Water Discharge Permit.

Impervious Surface: Any material or structure on, above or below the ground that prevents water from infiltrating through to the underlying soil. Impervious surfaces may include, without limitation: paved surfaces, parking lots, sidewalks, driveways, roof tops and swimming pools.

MOU: Memorandum of Understanding issued to the Town of Needham by the EPA in June 1996.

MS4 (Municipal Separate Storm Sewer System): The system of conveyances, owned or operated by the Town of Needham, that is designed or used for collecting or conveying stormwater, including any road with a drainage system, street, gutter, curb, inlet, piped storm drain, pumping facility, retention or detention basin, natural or man-made or altered drainage channel, swale, culvert, channel, catch basin, outfall, outlet, reservoir, or other drainage structure.

National Pollutant Discharge Elimination System (NPDES) Stormwater Discharge Permit: A permit issued by the United States Environmental Protection Agency or jointly with the state that authorizes the discharge of stormwater containing pollutants into waters of the United States.

New Construction – Construction or replacement of a structure, house or building which requires a Building Permit or construction/reconstruction of a parking lot requiring Planning Board or Board of Appeals approval.

Non-point Source Pollution: Rainfall or snowmelt that picks up pollutants as it moves across the ground.

Non-stormwater Discharge: A discharge that is not composed entirely of stormwater, such as sanitary waste or process water.

Operation and Maintenance (O&M) Plan: A plan setting the functional, financial and organizational mechanisms for the ongoing operation and maintenance of a stormwater management system to ensure that it continues to function as designed.

Person: An individual, partnership, association, firm, company, trust, corporation, agency, authority, department or political subdivision of the Commonwealth of Massachusetts or the federal government, to the extent permitted by law, and any officer, employee, or agent of such person.

Plot Plan: The plan that accompanies an application for a Building Permit.

Point Source: Any discernible, confined and discrete conveyance, including, without limitation, any pipe, ditch, channel, tunnel, conduit, well, discrete fissure, container, rolling stock, concentrated animal feeding operation, or vessel or other floating craft, from which pollutants are or may be discharged. The term does not include agricultural stormwater discharges and return flows from irrigated agriculture.

Pollutant: Any element or characteristic of sewage, agricultural, industrial or commercial waste, runoff, leachate, heated effluent, or other matter whether originating at a point or nonpoint source, that is or may be introduced into Needham's MS4 or waters of the Commonwealth. Pollutants shall include, but are not limited to:

- (a) Paints, varnishes, and solvents;
- (b) Oil and other automotive fluids;
- (c) Non-hazardous liquid and solid wastes and yard wastes;
- (d) Refuse, rubbish, garbage, litter, or other discarded or abandoned objects, ordinances, accumulations and floatables;
- (e) Excess pesticides, herbicides, and fertilizers;
- (f) Hazardous materials and wastes;
- (g) Sewage, fecal coliform and pathogens;
- (h) Dissolved and particulate metals or nonmetals, including phosphorus;
- (i) Animal wastes;
- (j) Rock, sand, salt, silt, soils;
- (k) Construction wastes and residues; and
- (l) Noxious or offensive matter of any kind.

Recharge: The process by which groundwater and the underlying aquifer is replenished by the absorption of water.

Runoff: The water from rain, snowmelt or irrigation that flows over the land surface and is not absorbed into the ground, instead flowing into the MS4 or streams or other surface waters or land depressions.

Sanitary Sewer System: A separate underground conveyance system specifically for transporting sanitary waste operated separately and independently from the MS4, to which storm, surface, and ground waters are not lawfully admitted.

Small Diameter Drain Program: A Town of Needham Program allowing the extension of the Town's drainage system (MS4) by a series of 6 inch, 8 inch and 10 inch drain pipes used to collect roof drains and clean sump pump discharges.

Stormwater: Water originating from rainfall, and snow/ice melt runoff.

Stormwater Management: The use of structural or non-structural practices that are designed to reduce and control stormwater runoff pollutant loads, discharge volumes or peak flow discharge rates. Stormwater Management includes the use of Low-Impact Development (LID) management practices.

Watershed Management Plan: The plan developed for the Town of Needham subdividing watershed areas within the Town and depicting drainable soil areas appropriate for infiltration/recharge.

Waters of the Commonwealth: All waters within the jurisdiction of the Commonwealth of Massachusetts, including, without limitation, rivers, streams, lakes, ponds, springs, impoundments, estuaries, wetlands, coastal waters, groundwaters, and vernal pools.

SECTION 7.3 ADMINISTRATION

7.3.1 The Board of Selectmen shall adopt, and may periodically amend, Rules and Regulations to effectuate the purposes of this By-Law, after conducting a public hearing to receive Public comment.

7.3.2 The Department of Public Works shall be responsible for the day-to-day administration of this By-Law and its Regulations.

7.3.3 The Department of Public Works shall have the authority to investigate suspected illicit discharges and to require the elimination of illicit discharges.

SECTION 7.4 APPLICABILITY

7.4.1 All persons required to obtain a Building Permit for new construction, additions greater than 25% of the existing building footprint, in-ground pool, or out building (such as a separate Garage) shall be subject to the requirements of this Bylaw. All persons required to obtain Planning Board approval for a Site Plan or a Subdivision and/or a Board of Appeals Decision for new construction, additions greater than 25% of the existing building footprint, in-ground pool, or out building (such as a separate Garage) are also subject to the requirements of this Bylaw.

7.4.2 All applications requiring Planning Board, Zoning Board of Appeals, and/or Conservation Commission approval whether the issuance of a Building Permit is required or not shall include the Stormwater Management and Erosion Control provisions in the applications to the respective boards for their review and approval prior to the issuance of a Building Permit, or any development activity. The Department of Public Works shall participate in the review process and make recommendations to the Planning Board, Zoning Board of Appeals, and/or Conservation Commission as needed.

7.4.3 The applicant, or an agent thereof, shall obtain the approval of the Director of Public Works prior to any change or modification of an activity associated with the Stormwater Management and Erosion Control provisions of the Building Permit. The Director of Public Works shall approve or reject the change or modification in writing on the plot plan submitted within one (1) week of the receipt of such change or modification. In circumstances where Planning Board, Zoning Board of Appeals, and/or Conservation Commission approval is required prior to the issuance of a Building Permit or development activity, the respective Board or Commission's approval shall be obtained prior to any change or modification. The Director of Public Works, Planning Board, Zoning Board of Appeals, and/or Conservation Commission shall amend their original approvals and require additional stormwater runoff and erosion control measures prior to approval of the change or modification.

SECTION 7.5 ILLICIT DISCHARGE, DETECTION & ELIMINATION (IDDE)

7.5.1 Prohibited Activities

7.5.1.1 Illicit Discharges No person shall cause or allow an illicit discharge into the MS4 or into the Waters of the Commonwealth. This By-Law shall not exempt stormwater discharges from regulations under the National Pollutant Discharge Elimination System (NPDES) stormwater program where applicable.

7.5.1.2 Illicit Connections No person shall construct, use, allow, maintain or continue any Illicit Connection, regardless of whether the connection was permissible under applicable law, regulation or custom at the time of connection.

7.5.1.3 Obstruction of Municipal Storm Drain System No person shall obstruct or interfere with the normal flow of stormwater into or out of the MS4 without prior written approval from the Director of Public Works.

7.5.2 Regulated Activities

7.5.2.1 No person shall connect a pipe or other appurtenance to the Town of Needham Sanitary Sewer System or the MS4, or otherwise perform any modification, repair, rehabilitation, or replacement work on either system, without receiving an approved Sewer Connection Permit or Drainage Connection Permit from the Department of Public Works.

7.5.2.2 No person shall allow a pipe, swale or other point source to discharge onto a Public Way.

7.5.3 Exemptions The following Non-Stormwater Discharges are exempt from the requirements of this By-Law:

- (a) Water line flushing;
- (b) Landscape irrigation;
- (c) Diverted stream flows;
- (d) Rising ground waters,
- (e) Uncontaminated ground water (groundwater that is free of pollutants);
- (f) Discharges from potable water sources;
- (g) Air conditioning condensation;
- (h) Lawn watering;
- (i) Flows from wetland resource areas;
- (j) Discharges or flows from firefighting activities; and
- (k) Discharges necessary to protect public health, safety, welfare or the environment.

SECTION 7.6 EMERGENCY SUSPENSION OF STORM DRAIN SYSTEM ACCESS

The Director of Public Works may suspend MS4 access to any person or property without prior written notice when such suspension is determined to be necessary to prevent or terminate a threatened or actual discharge of pollutants that presents imminent risk of harm to the public health, safety, welfare or the environment. In the event that any person fails to comply with an emergency suspension order issued pursuant to this section, the Department of Public Works may take all reasonable steps to prevent or minimize harm to the public health, safety, welfare or the environment.

SECTION 7.7 STORMWATER MANAGEMENT AND EROSION CONTROL

7.7.1 Regulated Activities

7.7.1.1 Any activity requiring a Building Permit for new construction, addition greater than 25% of the existing building footprint, in-ground pool, or out building shall be subject to the requirements of this Bylaw.

7.7.1.2 A Stormwater Management and Erosion Control plan shall be required prior to undertaking any alteration of land that requires a Building Permit, Planning Board Decision, Zoning Board of Appeals Decision, and/or Conservation Commission Permit or Order.

7.7.2 Exempt Activities The following activities shall be exempt from this By-Law:

- (a) Any work or projects for which all necessary approvals and permits have been issued before the effective date of this By-Law;
- (b) Use of land for the primary purpose of agriculture, horticulture, floriculture, or viticulture, or the use, expansion, or reconstruction of existing structures for the primary purpose of agriculture, horticulture, floriculture, or viticulture, to the extent protected under the *Zoning Act, M.G.L. c. 40A, § 3*;
- (c) Customary cemetery management;
- (d) Normal maintenance of Town-owned public land, ways, public utilities and appurtenances; and
- (e) Emergency activities necessary to protect public health or safety.

7.7.3 General Requirements

7.7.3.1 A Stormwater Management and Erosion Control plan shall be submitted as part of a Building Plot Plan or independently with an application for a Building Permit, Planning Board application, Zoning Board of Appeals application, Conservation Commission application, and/or prior to any development activity.

7.7.3.2 The Stormwater Management and Erosion Control plan shall include provisions for a siltation/sedimentation barrier, stormwater recharge, stormwater runoff quality controls, and other structural and non-structural Best Management Practices to increase groundwater recharge and remove pollutants from stormwater. The Plan shall show an infiltration system with a minimum combined volumetric capacity of one (1) inch of rainfall depth over the total impervious area of the property (buildings and impervious surfaces).

7.7.3.3 As one option to satisfy Sections 7.7.3.1 and 7.7.3.2, for residential and commercial development with 4,000 square feet of impervious area or less, a Standard Infiltration Method (SIM) may be utilized consisting of the installation of drywells at one or more corners of the main dwelling/building to collect the roof runoff from the structure.

7.7.3.4 If drywells cannot be installed due to unsuitable soil type as identified on the town's Watershed Management Plan or due to shallow depth to groundwater, a small diameter drain shall be extended from the Town's stormwater drainage system (MS4) down gradient of the property to the property to collect the roof runoff from the main dwelling. If there is no portion of a drainage system within 100 feet of the property, the property owner shall contribute to a fund for the Town to construct a communal infiltration system on Town property. The contribution shall be an amount as determined by the Board of Selectmen per cubic foot of stormwater required to be recharged as described above.

7.7.3.5 An Operation and Maintenance Plan (O&M Plan) shall be submitted to the Director of Public Works for approval with the application for a Building Permit, Planning Board application, Board of Appeals application, or Conservation Commission application pursuant to this bylaw.. The Operation and Maintenance Plan shall be designed to ensure compliance with this By-Law in all seasons and throughout the life of the system. The O&M Plan shall be signed by the property owner.

7.7.3.6 Except as provided for in Section 7.7.3.3, as-built drawings stamped by a Massachusetts Registered Professional Engineer showing all stormwater management systems shall accompany the ss-built Plot Plan at the completion of a project.

7.7.4 Design Criteria All Development shall satisfy the following design criteria:

- (a) Compliance with all applicable provisions of the Massachusetts Stormwater Standards issued in 1996 as amended, regardless of the proximity of the development to resource areas or their buffer

zones, as defined by the *Wetlands Protection Act*, M.G.L. c. 131, § 40 and its implementing regulations.

- (b) Compliance with the NPDES MS4 Permit Number M041237 approved September 2003, as amended.
- (c) Compliance with the MOU issued to the Town by the EPA in June 1996 as amended through January 2001.
- (d) Erosion and sediment controls must be implemented to prevent adverse impacts caused by the discharge of silt or sediment to municipal and/or abutting properties during and after land disturbance and construction activities.
- (e) There shall be no change to the existing conditions of abutting properties from any increase in volume or peak rate of stormwater runoff or from erosion, silting, flooding, sedimentation or impacts to wetlands and other resource areas as defined in the Massachusetts Wetlands Protection Act and/or Needham Wetlands Protection By-Law.
- (f) When any proposed discharge may have an impact upon streams, wetlands and/or storm sewers, the Director of Public Works may require minimization or elimination of this impact based on site conditions and existing stormwater system capacity.

SECTION 7.8 MAINTENANCE OF STORMWATER FACILITIES

[Reserved]

SECTION 7.9 SEVERABILITY

If any provision of this Article shall be found invalid for any reason in a court of competent jurisdiction, such invalidity shall be construed as narrowly as possible, and the balance of the Article shall be deemed to be amended to the minimum extent necessary, so as to secure the purposes thereof.

SECTION 7.10 ENFORCEMENT

The Department of Public Works shall enforce this By-Law, and any regulations, orders, violation notices, and enforcement orders made pursuant to this By-Law as follows:

7.10.1 The Director of Public Works may issue a written order to enforce the provisions of this By-Law or the regulations thereunder, which may include (but are not limited to) an order to:

- (a) eliminate illicit connections or discharges to the MS4;
- (b) perform monitoring, analyses, and reporting;
- (c) cease and desist unlawful discharges, practices, or operations; and
- (d) remediate contamination in connection therewith.

7.10.2 If the Director of Public Works determines that abatement or remediation of contamination is required, the order shall set forth a deadline by which such abatement or remediation must be completed. Said order shall further advise that, should the violator or property owner fail to abate or perform remediation within the specified deadline, it shall be a violation of this By-Law and the Director of Public Works may, at his or her option, authorize such work.

7.10.3 Any person or entity aggrieved by a decision of the Director of Public Works under this provision of this Stormwater By-Law may submit a letter of appeal to the Board of Selectmen who may affirm, amend, or overrule that decision.

7.10.4 If a person violates the provisions of this By-Law, or any regulation, permit, notice, or order issued thereunder, the Director of Public Works, with the approval of the Board of Selectmen, may seek injunctive relief in a court of competent jurisdiction to restrain such person from activities that would create further violations or to compel the person to perform abatement or remediation of the violation.

7.10.5 The remedies set forth in this Section are not intended to be exclusive of any other remedies available under applicable federal, state, or local law.”

7.11 EFFECTIVE DATE

This Stormwater By-Law shall be effective on October 1, 2018.”

Or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: In June 1996, the Town of Needham entered into a Memorandum of Understanding (MOU) with the Environmental Protection Agency (EPA) agreeing to undertake a cleanup of its stormwater discharges into the Charles River. In May 2000, the Town agreed to incorporate the comments from the EPA and its consultant, the Center for Watershed Protection, into its Stormwater Management Plan. The Center for Watershed Protection recommended that all building permits receive approval from the DPW to ensure proper handling of stormwater and that the Town adopt stormwater regulations, similar to DEP Stormwater Regulations, to improve water quality throughout the Town.

In July 2003, the Environmental Protection Agency (EPA) finalized its National Pollutant Discharge Elimination System (NPDES) Phase II regulations for stormwater. The regulations required municipalities with separate storm sewer systems (MS4s) to improve stormwater quality within all urbanized areas to the Maximum Extent Practicable (MEP). It also required municipalities to obtain a permit from the EPA (administered in conjunction with the MA DEP) to allow stormwater discharges into the “Waters of the Commonwealth.” The 2003 regulations specified that a bylaw or other regulatory mechanism be adopted by the Town to provide the authority to enforce the 2003 regulations. For the initial five (5) year permit period, the Town elected to utilize existing regulatory mechanisms that had already been established and routinely exercised.

In 2016, the EPA revised the NPDES Phase II regulations for stormwater. The new 2016 regulations require municipalities to undertake substantial efforts to further clean stormwater prior to its discharge into wetlands, streams, ponds, and other resource areas by meeting certain Water Quality Standards (WQS) and Total Maximum Daily Loads (TMDLs). One of the requirements in the 2016 regulations mandates that municipalities create a Stormwater By-Law that, at a minimum, addresses the following areas of concern (termed “minimum control measures”): Illicit Discharge, Detection and Elimination, Construction/Erosion and Sediment Control, and Post-Construction Stormwater Management.

The Illicit Discharge, Detection and Elimination minimum control measure involves searching, documenting and removing sanitary sewer connections to the Town’s stormwater drainage system. This is an ongoing monitoring program of investigation through the use of closed circuit television cameras and stormwater sampling to detect, document and remove sanitary sewage from the stormwater discharging into resource areas in Needham.

The Construction/Erosion and Sediment Control minimum control measure involves the creation of a set of requirements to ensure that construction sites resulting in an area equal to or greater than one acre of

land disturbance are well-maintained and are kept in a neat and clean manner. It also involves requirements designed to prevent, minimize or eliminate sediments from leaving the construction area, and stipulates minimum inspection criteria and documentation standards.

The Post-Construction Stormwater Management minimum control measure involves the creation of a set of requirements to reduce the discharge of pollutants found in stormwater through the retention or treatment of stormwater after construction on new or redeveloped sites equal to or greater than one acre of land disturbance.

The 2016 NPDES Regulations also identified Needham as one of the communities required to meet phosphorus and pathogen TMDLs within 20 years of the regulation's effective date (July 1, 2018). The requirement mandates that the Town reduce its phosphorus load by forty-five percent (45%). A Phosphorus Control Plan is required to be submitted in three phases over a fifteen year period with the first phase due within five years of the effective date. The Department of Public Works and its consultant have determined that the 20 year control plan and implementation period is not "practicable" and have instead proposed a 40 year implementation plan based on the current rate of building permit applications meeting certain construction criteria. In order to implement the plan, drywells will need to be included in plans for certain building permit applications.

The proposed Phosphorus Control Plan will allow the Town to reduce its phosphorus discharges at the pace of development, and will substantially reduce the cost of implementation. The drywell method selected will also reduce pathogens and will have the consequential effect of substantially reducing the volume of stormwater entering the Town's drainage system, thereby reducing flooding on Town streets.

ARTICLE 52: AMEND GENERAL BY-LAW / NON-CRIMINAL DISPOSITION

To see if the Town will vote to amend the General By-Laws by:

1. Inserting in Section 8.2.2.4 a new subsection "U" as follows:

 "U. Vaccination Requirements (Section 3.7.9)
 Enforcement Agent: Animal Control Officer
 Fine Schedule: \$50 per offense."

2. inserting a new Section 8.2.2.9 Stormwater Regulation (Article 7) as follows:

" 8.2.2.9 Stormwater Regulation (Article 7)
 Enforcement Agent: Director of Public Works, Town Engineer
 Fine Schedule
 First Offense - \$0
 Second Offense – failure to cure offense within 15 days' of notice of first offense - \$50 - each day being a separate offense.
 Subsequent Offences – failure to cure within 15 days' notice of second offense - \$100 - each day being a separate offense."

Or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: This article will amend the non-criminal disposition schedule to include animal vaccinations and stormwater regulations in the event that Town Meeting approves the General By-Law revisions contained in articles 48 and 51 of this warrant.

ARTICLE 53: OMNIBUS

To see if the Town will vote to raise by taxation, transfer from available funds, by borrowing or otherwise, such sums as may be necessary for all or any of the purposes mentioned in the foregoing articles, especially to act upon all appropriations asked for or proposed by the Selectmen, or any Town officer or committee, to appoint such committees as may be decided upon and to take action upon matters which may properly come before the meeting; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

And you are hereby directed to serve this Warrant by posting copies thereof in not less than twenty public places in said Town at least 7 days before said meeting.

Hereof fail not and make due return of this Warrant with your doings thereon unto our Town Clerk on or after said day and hour.

Given under our hands at Needham aforesaid this 13th day of February, 2018.

MARIANNE B. COOLEY, *Chair*
DANIEL P. MATTHEWS, *Vice Chair*
JOHN A. BULIAN, *Clerk*
MAURICE P. HANDEL
MATTHEW D. BORRELLI

Selectmen of Needham

A true copy,
ATTEST _____ 2018
Constable (month) (day)
ATTEST _____ 2018
Constable (month) (day)

2018 Annual Town Meeting Warrant

**Reserve Fund Transfer Requests
Approved by the Finance Committee
Fiscal Year 2017**

Budget	Date of Action	Amount
1 Public Facilities Department - High School Feasibility	4-Jan-17	\$10,000
2 Department of Public Works - Snow & Ice	28-Jun-17	\$596,330
3 Town Counsel - Legal Services	28-Jun-17	\$103,425
4		
Total Approved from General Reserve Fund		\$709,755
<hr/>		
RTS - Fence Installation	19-Apr-17	\$9,750
Total Approved from RTS Reserve Fund		\$9,750
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Total Approved from Sewer Reserve Fund		\$0
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Water - Water Main Break	28-Jun-17	\$5,068
Total Approved from Water Reserve Fund		\$5,068
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GENERAL GOVERNMENT LISTING OF SALARY RANGES (BASE PAY)
as of April 06, 2018
(Excludes Seasonal, Temporary and Intermittent Positions)

TITLE	GRADE	ANNUALIZED SALARY RANGE
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GENERAL GOVERNMENT

<u>Board of Selectmen/Town Manager</u>		
Town Manager	Contract	Contract
Support Services Manager	K-22	\$76,810 - \$95,244
Department Assistant 2	I-13	\$19.85 - \$24.91/hour
Administrative Assistant	I-14	\$21.58 - \$27.06/hour
Assistant Town Manager/Dir. of Ops.	K-28	\$121,126- \$150,196
Administrative Coordinator - HR	G-15	\$23.68 - \$29.71/hour
Director of Human Resources	K-25	\$98,967- \$122,720
Asst. Dir. Of Human Resources	GE-20	\$62,790 - \$78,721
<u>Town Clerk</u>		
Town Clerk	Elected	\$99,839
Assistant Town Clerk	GE-18	\$52,084 - \$65,344
Department Assistant 2	I-13	\$19.85 - \$24.91/hour
Department Specialist	I-14	\$21.58 - \$27.06/hour
<u>Legal</u>		
Town Counsel	Sch C	\$75,140

FINANCE

<u>Assessors</u>		
Director of Assessing	K-24	\$91,581 - \$113,561
Asst. Director of Assessing	GE-20	\$62,790 - \$78,721
Field Assessor	I-18	\$26.71 - \$33.51/hour
Department Specialist	I-14	\$21.58 - \$27.06/hour
Department Assistant 1	I-12	\$18.12 - \$22.73/hour
<u>Finance Department</u>		
Asst Town Manager/Dir. of Finance	K-28	\$121,126- \$150,196
Finance & Procurement Coordinator	GE-21	\$67,294 - \$84,454
Parking Clerk	Sch C	\$25.50/hour
<u>Accounting</u>		
Town Accountant	K-24	\$91,581 - \$113,561
Assistant Town Accountant	GE-20	\$62,790 - \$78,721
Administrative Specialist	I-15	\$23.68 - \$29.71/hour
Department Specialist	I-14	\$21.58 - \$27.06/hour
Payroll Coordinator	I-18	\$26.71 - \$33.51/hour

TITLE	GRADE	ANNUALIZED SALARY RANGE
<u>Information Technology Center</u>		
Director, MIS	K-25	\$98,967- \$122,720
GIS/Database Administrator	IE-20	\$98,967- \$122,720
Computer Operator	I-15	\$23.68 - \$29.71/hour
Network Manager	IE-23	\$77,161.50 - \$96,798.00
Applications Administrator	IE-20	\$62,790.00- \$78,721.50
Technology Support Technician	I-19	\$29.32 - \$36.79/hour
<u>Treasurer/Collector</u>		
Treasurer/Collector	K-24	\$91,581 - \$113,561
Assistant Treasurer/Collector	GE-20	\$62,790 - \$78,721
Department Specialist	I-14	\$21.58 - \$27.06/hour
Department Assistant 2	I-13	\$19.85 - \$24.91/hour
Department Assistant 1	I-12	\$18.12 - \$22.73/hour
<u>Finance Committee</u>		
Finance Comm. Exec. Secretary	GE-19	\$57,174 - \$71,740

PUBLIC SAFETY

<u>Police Department</u>		
Police Chief	Contract	Contract
Lieutenant	P-3	\$110,700 - \$123,389
Sergeant	P-2	\$32.69 - \$38.81/hour
Police Officer	P-1	\$22.84 - \$31.56/hour
Animal Control Officer	GU-16	\$23.57 - \$29.58/hour
Administrative Specialist	I-17	\$25.89 - \$32.48/hour
Police Maintenance Assistant	GU-15	\$22.20 - \$27.86/hour
Administrative Assistant	I-14	\$21.58 - \$27.06/hour
Department Assistant 2	I-13	\$19.85 - \$24.91/hour
Public Safety Dispatcher	GU-15	\$22.20 - \$27.86/hour

ANNUALIZED SALARY		
TITLE	GRADE	RANGE
<u>Fire Department</u>		
Fire Chief	Contract	Contract
Deputy Fire Chief Operations	F-5	\$48.83 - \$53.38/hour
Deputy Fire Chief	F-4	\$38.94 - \$46.24/hour
Fire Captain	F-3	\$37.00 - \$40.45/hour
Fire Lieutenant	F-2	\$31.39 - \$37.20/hour
Firefighter	F-1	\$23.64 - \$31.42/hour
Fire Inspector (40 hours)	F-1	\$24.83 - \$32.97/hour
EMS Administrator	F-1	\$24.83 - \$32.97/hour
Director of Administrative Services	IE-20	\$62,790.00- \$78,721.50
Administrative Assistant	I-14	\$21.58 - \$27.06/hour
Public Safety Dispatch Super.	GU-19	\$27.48 - \$34.49/hour
Public Safety Dispatcher	GU-15	\$22.20 - \$27.86/hour
<u>Building</u>		
Building Commissioner	K-24	\$91,581 - \$113,561
Assistant Building Commissioner	GE-21	\$67,294.50 - \$84,454.50
Inspector of Plumbing and Gas	G-19	\$29.32 - \$36.79/hour
Inspector of Wires	G-19	\$29.32 - \$36.79/hour
Local Building Inspector	G-20	\$32.20 - \$40.37/hour
Administrative Specialist	I-15	\$23.68 - \$29.71/hour
Department Assistant 2	I-13	\$19.85 - \$24.91/hour

PUBLIC WORKS

<u>Administration</u>		
Director of Public Works	K-28	\$121,126- \$150,196
Assistant Director of Public Works	K-26	\$106,354 - \$131,878
Supervisor of Administration, DPW	K-22	\$76,810 - \$95,244
Senior Admin. Coordinator	I-17	\$25.89 - \$32.48/hour
Department Specialist	I-14	\$25.89 - \$32.48/hour
Department Assistant 2	I-13	\$19.85 - \$24.91/hour
Administrative Specialist	I-15	\$23.68 - \$29.71/hour
Administrative Analyst	GE-18	\$52,084 - \$65,344
<u>Engineering Division</u>		
Town Engineer	K-26	\$106,354 - \$131,878
Assistant Town Engineer	GE-22	\$72,052 - \$90,402
Contract Administrator	GE-21	\$67,294 - \$84,454
Civil Engineer	GE-19	\$57,174 - \$71,740
Survey Party Chief	GU-18	\$25.04 - \$31.41/hour
Senior AutoCad Technician	GU-19	\$27.48 - \$34.49/hour
AutoCad Technician	GU-16	\$23.57 - \$29.58/hour
Engineering Aide	GU-15	\$23.57 - \$29.58/hour

TITLE	GRADE	ANNUALIZED SALARY RANGE
<u>Garage Division</u>		
Fleet Supervisor	K-22	\$76,810 - \$95,244
Master Mechanic	W-7	\$28.10 - \$33.36/hour
Equipment Mechanic	W-5	\$23.76 - \$28.43/hour
<u>Highway Division</u>		
Division Super. Highway	K-24	\$91,581 - \$113,561
Assistant Superintendent - Highway	GE-20	\$62,790 - \$78,721
Public Works Specialist 2	W-5	\$23.76 - \$28.43/hour
Public Works Technician	W-5	\$23.76 - \$28.43/hour
Working Foreman	W-6	\$25.64 - \$30.71/hour
Laborer 2	W-2	\$19.43 - \$23.40/hour
HMEO	W-4	\$22.14 - \$26.60/hour
Craftsworker	BT-2	\$23.93- \$28.80/hour
<u>Park & Forestry Division</u>		
Division Super. Parks	K-24	\$91,581 - 113,561
Assistant Superintendent - Parks	GE-20	\$62,790 - \$78,721
Working Foreman	W-6	\$25.64 - \$30.71/hour
Tree Climber	W-4	\$22.14 - \$26.60/hour
Craftsworker	BT-2	\$23.93- \$28.80/hour
HMEO	W-4	\$22.14 - \$26.60/hour
Laborer 3	W-3	\$20.82 - \$24.94/hour
Laborer 2	W-2	\$19.43 - \$23.40/hour
<u>Recycling & Transfer Station</u>		
Division Super. Solid Waste	K-24	\$91,581 - \$113,561
Assistant Superintendent - RTS	GE-20	\$62,790 - \$78,721
Working Foreman	W-6	\$25.64 - \$30.71/hour
Public Works Specialist 1	W-4	\$22.14 - \$26.60/hour
HMEO	W-4	\$22.14 - \$26.60/hour
Laborer 2	W-2	\$19.43 - \$23.40/hour
<u>Water Division</u>		
Division Super. Water & Sewer	K-24	\$91,581 - \$113,561
Water Treatment Facility Manager	GE-21	\$67,294 - \$84,454
Pumping Station Operator	W-5	\$23.76 - \$28.43/hour
Public Works Inspector	W-6	\$25.64 - \$30.71/hour
Working Foreman	W-6	\$25.64 - \$30.71/hour
Public Works Technician	W-5	\$23.76 - \$28.43/hour
HMEO	W-4	\$22.14 - \$26.60/hour
Craftsworker	BT-2	\$23.93- \$28.80/hour
Laborer 3	W-3	\$20.82 - \$24.94/hour
Laborer 2	W-2	\$19.43 - \$23.40/hour

ANNUALIZED SALARY		
TITLE	GRADE	RANGE
<u>Building Maintenance Division</u>		
Director of Building Maintenance	K-26	\$106,354 - \$131,878
Department Specialist	I-14	\$21.58 - \$27.06/hour
Administrative Analyst	GE-18	\$52,084 - \$65,344
Department Assistant 2	I-13	\$19.85 - \$24.91/hour
Senior Custodian 1	BC-2	\$22.26 - \$26.61/hour
Senior Custodian 2	BC-3	\$23.36 - \$27.93/hour
Custodian	BC-1	\$19.41 - \$23.19/hour
Warehouse Person	BT-1	\$21.79 - \$26.20/hour
HVAC Technician	BT-4	\$29.98 - \$36.08/hour
Carpenter	BT-3	\$26.29 - \$31.64/hour
Craftsworker	BT-2	\$23.93- \$28.80/hour
Plumber	BT-3	\$26.29 - \$31.64/hour
Electrician	BT-3	\$26.29 - \$31.64/hour
<u>Sewer Division</u>		
Assistant Superintendent - Sewer & Water	GE-20	\$62,790 - \$78,721
HMEO	W-4	\$22.14 - \$26.60/hour
Pumping Station Operator	W-5	\$23.76 - \$28.43/hour
Chief Pumping Station Operator	W-7	\$28.10 - \$33.36/hour
Public Works Inspector	W-6	\$25.64 - \$30.71/hour
Working Foreman	W-6	\$25.64 - \$30.71/hour
Craftsworker	BT-2	\$23.93- \$28.80/hour

PUBLIC FACILITIES

<u>Division of Public Facilities</u>		
Director of Design and Construction	K-26	\$106,354 - \$131,878
Senior Project Manager	K-23	\$84,196 - \$104,403
Project Manager	K-22	\$76,810 - \$95,244
Facility Operations Shift Supervisor	GE-20	\$62,790 - \$78,721
Administrative Specialist	I-15	\$23.68 - \$29.71/hour

HEALTH AND HUMAN SERVICES

<u>Division of Public Health</u>		
Director of Health and Human Services	K-25	\$98,967- \$122,720
Assistant Director of Public Health	GE-22	\$72,052 - \$90,402
Environmental Health Agent	I-20	\$32.20- \$40.37/hour
Public Health Nurse	IE-20	\$62,790.00- \$78,721.50
Program Coordinator	G-16	\$25.14 - \$31.55/hour
Sr. Program Coordinator	G-20	\$32.20 - \$40.37/hour
Administrative Coordinator	I-15	\$23.68 - \$29.71/hour
Department Assistant 2	I-13	\$19.85 - \$24.91/hour

TITLE	GRADE	ANNUALIZED SALARY RANGE
<u>Division of Aging Services</u>		
Director of Aging Services	K-24	\$91,581 - \$113,561
Assistant Director of Aging Services	GE-20	\$62,790 - \$78,721
Social Worker 2	IE-19	\$57,174 - \$71,740.50
Program Coordinator	G-16	\$57,174 - \$71,740.50
<u>Division of Youth Services</u>		
Director of Youth Services	K-23	\$84,196 - \$104,403
Social Worker 2	IE-19	\$57,174 - \$71,740.50
Administrative Assistant	I-14	\$57,174 - \$71,740.50

PLANNING & COMMUNITY DEVELOPMENT

<u>Planning</u>		
Director of Planning & Comm. Develop	K-25	\$98,967- \$122,720
Assistant Town Planner	GE-19	\$57,174 - \$71,740
Director of Economic Development	K-22	\$76,810 - \$95,244
Administrative Assistant	I-14	\$21.58 - \$27.06/hour
<u>Community Development</u>		
Director of Conservation	K-22	\$76,810 - \$95,244
Administrative Specialist	I-15	\$23.68 - \$29.71/hour
Conservation Specialist	I-17	\$25.89 - \$32.48/hour

CULTURE AND LEISURE SERVICES

<u>Library</u>		
Director of Public Library	K-24	\$25.89 - \$32.48/hour
Assistant Director of Public Library	GE-21	\$67,294 - \$84,454
Reference Supervisor	GE-19	\$57,174 - \$71,740
Children's Supervisor	GE-19	\$57,174 - \$71,740
Technology Specilalist/Archivist	GE-19	\$57,174 - \$71,740
Tech. Services Supervisor	GE-19	\$57,174 - \$71,740
Reference Librarian/AV Specialist	GE-18	\$52,084 - \$65,344
Reference Librarian/Program Specialist	GE-18	\$52,084 - \$65,344
Circulation Supervisor	GE-17	\$50,485 - 63,336
Assistant Children's Librarian	G-15	\$23.68 - \$29.71/hour
Assistant Cataloger	G-14	\$21.58 - \$27.06/hour
Administrative Specialist	I-15	\$23.68 - \$29.71/hour
Library Assistant PT	G-13	\$19.85 - \$24.91/hour
Library Assistant FT	G-13	\$19.85 - \$24.91/hour
<u>Park & Recreation</u>		
Director of Park and Recreation	K-24	\$91,581 - \$113,561
Assistant Director	GE-20	\$62,790 - \$78,721
Recreation Supervisor	I-16	\$25.14 - \$31.55/hour
Administrative Specialist	I-15	\$23.68 - \$29.71/hour

2018 Annual Town Meeting Warrant

NEEDHAM PUBLIC SCHOOLS OPERATING BUDGET CLASSIFICATION	Budgeted FY 2014 Funded FTE	Budgeted FY 2014 Salary * Minimum	Budgeted FY 2014 Salary * Maximum	Budgeted FY 2015 Funded FTE	Budgeted FY 2015 Salary * Minimum	Budgeted FY 2015 Salary * Maximum	Budgeted FY 2016 Funded FTE	Budgeted FY 2016 Salary * Minimum	Budgeted FY 2016 Salary * Maximum	Budgeted FY 2017 Funded FTE	Budgeted FY 2017 Salary * Minimum	Budgeted FY 2017 Salary * Maximum
Superintendent	1.00	191,617		1.00	198,324		1.00	207,249		1.00	216,575	
Central Administrators	4.00	134,890	147,528	4.00	134,000	153,429	4.00	139,000	167,000	4.00	144,000	167,000
High School Principal	1.00	142,865		1.00	148,437		1.00	153,000	168,000	1.00	146,000	168,000
Middle School Principals	2.00	123,524	127,371	2.00	127,500	128,156	2.00	130,000	144,000	2.00	130,000	144,000
Elementary Principals	5.00	114,080	136,496	5.00	120,664	141,956	5.00	126,000	137,000	5.00	124,500	132,000
High School Assistant Principals	3.00	85,640	120,134	3.00	89,065	124,939	3.00	91,514	128,375	3.00	92,887	130,300
Middle School Assistant Principals	2.00	79,857	113,718	2.40	84,266	119,998	2.40	86,584	123,298	2.40	87,883	125,147
Elementary Assistant Principals	1.50	73,149	107,364	3.00	76,075	111,658	3.00	78,168	114,729	3.00	79,340	116,450
K-12 Directors	7.00	72,552	115,308	7.00	77,439	122,646	7.00	79,569	126,019	7.00	80,762	130,520
Directors of Special Education	3.00	81,804	122,573	3.50	77,931	124,037	3.50	80,074	127,448	2.50	81,275	130,520
Special Education/ 6-8 Curriculum Coordinators	6.67	73,418	109,982	3.97	78,313	115,857	5.47	80,466	119,043	10.97	81,673	120,828
Assistant Athletic Director **				0.50	52,000		0.50	54,080		0.50	56,243	
Department Chairs/ K-8 Literacy Coordinators	7.00	73,418	108,616	5.90	78,313	118,753	8.30	80,466	122,019	5.00	83,715	123,849
Teachers/ Guidance Counselors/ Psychologists/ Therap	438.06	44,621	93,520	466.97	46,294	97,027	468.38	47,058	99,307	475.69	47,764	100,797
Nurses	8.45	44,621	93,520	8.56	46,294	97,027	8.56	47,058	99,307	10.06	47,764	100,797
Instructional Assistants	103.08	\$15,719/76/hr	\$31,309/30/hr	99.15	\$15,798/36/hr	\$31,361/64/hr	104.59	\$15,877/35/hr	\$32,819/9/hr	104.75	\$16,036/13/hr	\$33,148/10/hr
Permanent Substitutes	2.29	\$14,87/hr		2.29	\$15,17/hr		2.29	\$15,47/hr		3.29	\$15,70/hr	
Network Administrator/ Engineer	1.00	98,180		1.50	67,000	102,107	1.50	69,680	110,439	2.00	69,680	110,439
Information Technology/Database Administrators	2.00	75,312	86,878	2.50	53,000	90,353	3.00	53,000	119,600	4.00	53,000	119,600
Instructional Technology Operations Manager				1.00	72,500		1.00	NA	NA	-	NA	NA
Computer Technicians	7.00	\$23,696/5/hr	\$29,966/4/hr	8.00	\$24,170/4/hr	\$31,021/3/hr	7.00	\$24,847/2/hr	\$31,889/8/hr	6.50	\$25,542/9/hr	\$32,782/8/hr
School Office Assistants	12.36	\$14,389/2/hr	\$18,938/4/hr	12.54	\$14,677/0/hr	\$19,510/4/hr	12.54	\$15,087/9/hr	\$20,056/7/hr	12.17	\$15,510/4/hr	\$20,618/2/hr
Mail Carrier/Production Center Operator	1.00	\$17,687/6/hr	\$23,288/4/hr	1.00	\$18,041/4/hr	\$23,991/7/hr	1.00	\$18,546/5/hr	\$24,663/4/hr	1.00	\$19,065/8/hr	\$25,354/0/hr
Secretaries/ Accounts Payable/ Bookkeepers/ Payroll C	33.64	\$17,687/6/hr	\$28,247/1/hr	33.04	\$18,041/4/hr	\$29,100/1/hr	32.7	\$18,546/5/hr	\$29,914/9/hr	34.29	\$19,065/8/hr	\$30,752/5/hr
Director of Planning & Community Education **	0.10	103,750		0.10	107,900		0.10	107,900	116,705	0.20	107,900	116,705
Volunteer Coordinator **	0.09	56,598		0.09	58,862		0.09	56,598	61,215	0.09	56,598	61,215
Executive/Administrative Secretaries **	5.00	\$32,109/9/hr	\$42,051/6/hr	5.00	57,710	82,580	5.00	57,710	89,319	3.97	57,710	89,319
Bus/Van Drivers	5.86	\$15,11/hr	\$16,78/hr	5.86	\$15,49/hr	\$17,20/hr	6.57	\$15,49/hr	\$24,67/hr	6.57	\$16,27/hr	\$24,67/hr
Bus/Van Monitors	0.71	\$13,11/hr	\$14,55/hr	1.14	\$13,44/hr	\$14,91/hr	1.29	\$13,44/hr	\$15,67/hr	1.29	\$14,12/hr	\$15,67/hr
Human Resources Specialist **	1.00	51,356		1.00	\$29,23/hr		1.00	58,000	60,320	0.98	58,000	60,320
Lead Payroll Supervisor **				1.00	61,360		1.00	61,360	66,367	0.97	61,360	66,367
Lead Accountant **	0.20	62,213		0.20	65,634		0.20	65,634	73,052	0.98	65,634	73,052
Business Coordinator	1.00	71,120		1.00	65,520		1.00	65,520		1.00	75,032	
Asst. Director Finance & Human Resources				1.00	75,032		1.00	83,512		1.00	94,000	
Total	665.91			695.20			705.97			718.16		

* All salaries expressed in full-time equivalent terms
 ** Partially Funded in Operating Budget

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DEBT APPENDIX A

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2018 Annual Town Meeting Report

Town of Needham - Debt Service Appendix A

TOWN OF NEEDHAM SCHEDULE OF ISSUED LONG TERM DEBT SERVICE										DEBT SERVICE 2018	DEBT SERVICE 2019	DEBT SERVICE 2020	DEBT SERVICE 2021	DEBT SERVICE 2022	DEBT SERVICE 2023	DEBT SERVICE 2024 - 2028	DEBT SERVICE After 2028
Project	TM Vote	Art	Amount Issued	Final Maturity	Average Rate*												
Central Ave & Elliot Street Bridge Construction	May-15	43	\$500,000	Jan-27	4.00%		69,889	68,000	66,000	64,000	62,000	60,000				220,000	
Central Ave & Elliot Street Bridge Design	May-14	39	\$250,000	Nov-18	3.67%		66,250	63,750									
DPW Garage Bays	May-13	42	\$800,000	May-24	2.09%		91,600	90,000	88,400	86,800	85,200	83,600				82,000	
High School Cafeteria Construction	Nov-15	11	\$1,500,000	Jan-27	4.00%		209,667	204,000	198,000	192,000	186,000	180,000				660,000	
Kendrick Street Bridge Repair	May-10	35	\$750,000	Aug-21	2.21%		82,688	81,188	79,594	77,813	75,938						
MWPAT 98-92 (Stormwater)	May-98	7	\$364,979	Aug-19	(see note)		31,149	29,874	28,567								
Pollard School Boiler Replacement	May-13	40	\$95,000	May-18	2.00%		20,400										
Pollard School Boiler Replacement	May-13	40	\$565,000	Jul-21	3.22%		80,150	78,050	75,950	73,500	71,050						
Pollard School Roof Replacement	Nov-10	10	\$725,000	Jul-22	3.67%		90,125	82,600	79,800	77,000	74,200	71,400					
Property Acquisition - 37-39 Lincoln Street	May-12	31	\$25,000	May-18	2.00%		5,100										
Property Acquisition - 37-39 Lincoln Street	May-12	31	\$605,000	Nov-32	3.39%		45,750	44,550	43,350	42,300	41,400	40,500				188,963	164,138
Property Acquisition - 51 Lincoln Street	Nov-12	17	\$150,000	May-18	2.00%		35,700										
Property Acquisition - 51 Lincoln Street	Nov-12	17	\$950,000	Nov-32	3.39%		74,575	72,575	70,575	68,825	67,325	65,825				283,444	246,206
Property Acquisition - 59 Lincoln & 89 School Streets	May-12	8	\$117,500	May-18	2.00%		25,500										
Property Acquisition - 59 Lincoln & 89 School Streets	May-12	8	\$1,005,000	Nov-32	3.39%		76,250	74,250	72,250	70,500	69,000	67,500				314,938	273,563
Property Acquisition - 66 - 70 Chestnut Street	Nov-13	22	\$1,330,000	Nov-33	3.35%		110,950	108,150	105,350	102,550	99,750	96,950				443,275	457,800
Property Acquisition 59 Lincoln Street & 89 School Street	May-12	8	\$52,500	Jul-32	2.93%		4,210	4,105	3,985	3,865	3,745	3,625				13,893	10,695

2018 Annual Town Meeting Report

Town of Needham - Debt Service Appendix A

TOWN OF NEEDHAM SCHEDULE OF ISSUED LONG TERM DEBT SERVICE										DEBT SERVICE 2018	DEBT SERVICE 2019	DEBT SERVICE 2020	DEBT SERVICE 2021	DEBT SERVICE 2022	DEBT SERVICE 2023	DEBT SERVICE 2024 - 2028	DEBT SERVICE After 2028
Project	TM Vote	Art	Amount Issued	Final Maturity	Average Rate*												
Public Services Administration Building	Oct-08	5	\$100,000	Jul-22	3.69%	12,150	11,800	11,400	11,000	10,600	10,200						
Public Services Administration Building (Series I)	Oct-08	5	\$4,000,000	Aug-26	3.16%	312,525	306,225	299,325	292,125	284,625	276,825	946,388					
Public Services Administration Building (Series II)	Oct-08	5	\$1,000,000	Dec-24	3.07%	82,356	80,488	78,538	86,438	84,094	81,563	155,250					
Public Works Infrastructure Program	May-10	36	\$306,500	Jul-17	2.72%	10,150											
Public Works Infrastructure Program	May-11	39	\$600,000	Jul-17	2.82%	121,800											
Public Works Infrastructure Program	May-13	41	\$100,000	May-18	2.00%	25,500											
Public Works Infrastructure Program	May-12	33	\$210,000	May-18	2.00%	51,000											
Public Works Infrastructure Program	May-10	36	\$129,000	May-18	2.00%	30,600											
Public Works Infrastructure Program	May-11	39	\$150,000	May-18	2.00%	35,700											
Public Works Infrastructure Program	May-12	33	\$190,000	Nov-18	3.67%	50,350	48,450										
Public Works Infrastructure Program	May-13	41	\$500,000	Nov-18	3.60%	132,500	127,500										
Public Works Infrastructure Program	May-14	38	\$580,000	Nov-18	3.67%	153,700	147,900										
Public Works Infrastructure Program	May-15	42	\$750,000	Jan-21	4.00%	229,833	222,000	214,000	156,000								
Senior Center (Series I)	Nov-11	14	\$1,000,000	Nov-32	3.38%	75,506	73,506	71,506	69,756	68,256	66,756	311,219	251,291				
Senior Center (Series II)	Nov-11	14	\$5,050,000	Jul-33	3.54%	398,575	390,925	383,275	374,350	365,425	357,775	1,642,444	1,676,406				
Senior Center (Series III)	Nov-11	14	\$1,050,500	May-34	2.83%	78,200	77,100	76,000	74,900	73,800	72,700	324,925	336,325				
Street & Traffic Light Improvements	May-08	42	\$25,000	Nov-17	3.34%	5,100											

2018 Annual Town Meeting Report

Town of Needham - Debt Service Appendix A

TOWN OF NEEDHAM SCHEDULE OF ISSUED LONG TERM DEBT SERVICE										DEBT SERVICE		DEBT SERVICE	
Project	TM Vote	Art	Amount Issued	Final Maturity	Average Rate*	DEBT SERVICE 2018	DEBT SERVICE 2019	DEBT SERVICE 2020	DEBT SERVICE 2021	DEBT SERVICE 2022	DEBT SERVICE 2023	DEBT SERVICE 2024 - 2028	DEBT SERVICE After 2028
Title V Loans	May-97	64	\$85,894	Aug-19	(see note)	5,391	5,120	4,854					
Town Hall	May-09	35	\$385,000	Aug-26	2.63%	31,281	30,781	30,250	29,656	29,031	28,375	106,109	
TOTAL GENERAL FUND						2,962,171	2,522,886	2,080,968	1,953,378	1,751,439	1,563,594	5,692,846	3,416,422
Broadmeadow School	May-00	31	\$8,400,000	Nov-23	3.00%	828,300	801,325	771,225	741,425	708,700	678,000	642,600	
Eliot School	May-00	32	\$2,562,000	Nov-24	3.94%	346,840	314,400	304,400	294,400	284,400	269,500	509,600	
High Rock & Pollard School Projects	May-07	41	\$429,470	Aug-26	4.00%	80,760	78,285	75,660	68,360	66,160	63,960	212,010	
High Rock & Pollard School Projects (Series III)	May-07	41	\$2,253,010	Aug-27	4.00%	370,216	358,623	342,460	327,160	312,060	297,160	1,298,110	
High Rock & Pollard School Projects (Series IV)	May-07	41	\$10,500,000	Aug-28	3.35%	772,600	758,031	742,075	720,500	703,313	685,438	3,129,500	561,000
High Rock School Design	Nov-06	9	\$187,770	Aug-26	4.00%	33,965	32,934	31,840	30,840	29,840	28,840	89,790	
High School (Series IIA)	May-03	31	\$2,991,900	Aug-24	4.00%	682,050	660,188	602,700	582,900	558,200	538,600	1,008,800	
High School (Series IIB)	Feb-05	1	\$782,850	Aug-26	4.00%	142,565	138,234	128,740	124,740	115,840	112,040	408,690	
High School (Series III)	Feb-05	1	\$3,850,000	Jun-28	3.42%	275,450	267,450	259,450	253,450	247,200	240,450	1,001,000	
High School Series 1	May-03	31	\$4,775,000	Nov-25	3.97%	674,300	653,700	589,000	560,400	542,000	523,600	1,441,400	
Library Project	May-03	30	\$6,510,000	Dec-19	3.00%	870,550	830,475	796,775					
Newman School Extraordinary Repairs (Series I)	Nov-09	14	\$1,000,000	Dec-19	2.62%	107,375	104,500	101,500					
Newman School Extraordinary Repairs (Series III)	Nov-09	14	\$5,000,000	Oct-28	3.35%	389,700	383,750	373,600	359,600	348,925	341,050	1,570,325	244,800

2018 Annual Town Meeting Report

Town of Needham - Debt Service Appendix A

TOWN OF NEEDHAM SCHEDULE OF ISSUED LONG TERM DEBT SERVICE													
Project	TM Vote	Art	Amount Issued	Final Maturity	Average Rate*	DEBT SERVICE							
						2018	2019	2020	2021	2022	2023		
Newman School Extraordinary Repairs (Series IV)	Nov-09	14	\$9,000,000	Jul-32	2.82%	662,240	646,420	628,340	610,260	592,180	574,100	2,659,420	2,384,480
Newman School Extraordinary Repairs (Series V)	Nov-09	14	\$2,200,000	Nov-32	3.39%	167,750	163,350	158,950	155,100	151,800	148,500	692,863	601,838
Owens Farm Land Purchase	Nov-15	13	\$7,000,000	Jan-42	3.70%	613,428	600,900	516,900	505,700	494,500	483,300	2,248,500	4,794,500
Property Acquisition - 609 Central Street	May-16	7	\$730,000	Jan-39	3.68%	142,795	138,350	43,750	42,750	41,750	40,750	188,750	333,844
TOTAL GENERAL FUND EXCLUDED						7,160,884	6,930,914	6,467,365	5,377,585	5,196,868	5,025,288	17,101,358	8,920,461
Town Hall (Series II)	May-09	35	\$3,500,000	Oct-28	3.36%	272,113	267,969	260,900	251,150	243,716	238,231	1,097,191	188,700
Town Hall (Series III)	May-09	35	\$1,225,000	Aug-26	2.63%	100,100	98,500	96,800	94,900	92,900	90,800	339,550	
Town Hall (Series IV)	May-09	35	\$970,000	Jul-30	2.80%	76,950	75,025	72,825	70,625	68,425	66,225	301,913	155,375
TOTAL COMMUNITY PRESERVATION FUND						449,163	441,494	430,525	416,675	405,041	395,256	1,738,653	344,075
Front-End Loader	May-16	46	\$205,000	Jan-20	4.00%	118,154	58,800	41,600					
Soil Remediation	Nov-12	16	\$140,000	Nov-17	3.31%	25,500							
TOTAL RTS ENTERPRISE						143,654	58,800	41,600					
MWPAT 97-13	Oct-96	8	\$67,700	Aug-18	(see note)	6,107	6,150						
MWPAT 97-33	Oct-96	7	\$180,300	Aug-18	(see note)	16,208	16,195						
MWPAT 97-63	May-97	46	\$1,019,778	Aug-18	(see note)	91,683	91,840						

2018 Annual Town Meeting Report

Town of Needham - Debt Service Appendix A

TOWN OF NEEDHAM SCHEDULE OF ISSUED LONG TERM DEBT SERVICE							DEBT SERVICE 2018	DEBT SERVICE 2019	DEBT SERVICE 2020	DEBT SERVICE 2021	DEBT SERVICE 2022	DEBT SERVICE 2023	DEBT SERVICE 2024 - 2028	DEBT SERVICE After 2028
Project	TM Vote	Art	Amount Issued	Final Maturity	Average Rate*									
MWPAT 98-10	May-97	42	\$130,200	Aug-18	(see note)		11,683	11,685						
Sewer - West Street Force Main	May-98	59	\$568,400	May-19	3.98%		70,233	67,600						
Sewer - West Street Pumping Station	May-98	58	\$1,252,300	May-19	3.98%		149,269	147,680						
Sewer Pump Station Design Reservoir B	May-09	54	\$90,000	Jul-17	2.79%		15,225							
Sewer Pump Station GPA	May-05	49	\$500,000	Jun-19	3.17%		54,000	52,000						
Sewer Pump Station GPA	May-08	45	\$550,000	Aug-28	3.36%		41,225	40,438	39,575	33,750	32,969	32,156	161,950	35,700
Sewer Pump Station Reservoir B	Nov-11	15	\$6,034,290	Jan-33	2.15%		374,066	374,129	374,192	374,256	374,323	374,391	1,873,021	1,874,949
Sewer Pump Station Reservoir B	Nov-11	15	\$78,491	Jan-18	2.15%		40,520							
Sewer Rehabilitation - Rte. 128 Area	Nov-05	9	\$145,000	Dec-19	2.59%		15,956	15,525	10,150					
Sewer Rehabilitation - Rte. 128 Area	Nov-05	9	\$500,000	Nov-22	4.00%		118,000	109,100	105,300	77,000	74,200	71,400		
Sewer Rehabilitation - Rte. 128 Area	Nov-05	9	\$320,000	Aug-28	3.39%		21,525	21,131	20,700	20,250	19,781	19,294	98,150	20,400
TOTAL SEWER ENTERPRISE							1,025,700	953,472	549,917	505,256	501,273	497,241	2,133,121	1,931,049
MWPAT Water DWS-08-24	May-08	47	\$765,335	Jul-30	2.00%		49,289	49,230	49,169	49,106	49,044	48,979	243,878	145,464
St Mary's Pump Station	May-13	47	\$1,700,000	Nov-33	3.36%		142,350	138,750	135,150	131,550	127,950	124,350	568,425	577,100
St Mary's Pump Station	May-13	47	\$1,995,000	May-34	2.85%		144,775	142,775	140,775	138,775	136,775	134,775	638,725	666,600
Water Distribution System Improvements	May-09	56	\$400,000	Dec-24	3.02%		31,031	30,313	29,563	28,813	28,031	27,188	51,750	

2018 Annual Town Meeting Report

Town of Needham - Debt Service Appendix A

TOWN OF NEEDHAM SCHEDULE OF ISSUED LONG TERM DEBT SERVICE										DEBT SERVICE 2018	DEBT SERVICE 2019	DEBT SERVICE 2020	DEBT SERVICE 2021	DEBT SERVICE 2022	DEBT SERVICE 2023	DEBT SERVICE 2024 - 2028	DEBT SERVICE After 2028
Project	TM Vote	Art	Amount Issued	Final Maturity	Average Rate*												
Water Main Improvements	May-08	47	\$400,000	Nov-20	3.95%					52,000	50,400	48,800	47,200	45,600	44,000	83,200	
Water Service Connections	May-06	70	\$55,000	Aug-19	2.51%					5,350	5,219	5,075					
Water Storage Tank Rehabilitation	May-08	48	\$655,000	Jun-19	3.16%					70,200	67,600						
Water System Rehabilitation	May-15	47	\$260,000	Jan-20	4.00%					210,342	32,400	31,200					
Water System Rehabilitation - Rte. 128 Area	May-06	71	\$212,000	Jun-19	3.16%					21,600	20,800						
Water System Rehabilitation - Rte. 128 Area	May-06	71	\$638,000	Nov-22	4.00%					116,660	114,900	111,100	131,800	127,000	117,300		
Water System Rehabilitation - Rte. 128 Area	May-06	71	\$100,000	Aug-28	3.41%					7,175	7,044	6,900	6,750	6,594	6,431	29,450	10,200
Water Treatment Facility	May-96	47	\$1,710,000	May-19	3.98%					201,393	204,360						
Water Treatment Facility	Nov-97	18	\$1,994,300	May-19	3.98%					239,211	240,760						
TOTAL WATER ENTERPRISE										1,291,376	1,104,550	557,731	533,994	520,994	503,022	1,615,428	1,399,364
TOTAL DEBT SERVICE										13,032,948	12,012,116	10,128,106	8,786,887	8,375,613	7,984,401	28,281,406	16,011,372

Note: Massachusetts Water Pollution Abatement Trust (MWPAT) loans include many communities and multiple loans and are restructured from time to time by the Trust. The program provides grants and other financial assistance which in some instances results in a low or no interest rate loan.

* Rate reflects the average coupon rate over the life of the loan.

DEBT APPENDIX B

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Town of Needham - Open Authorizations Appendix B
Open and Authorized Projects and Proposed Projects Financed by Debt

Project	T M Vote	Article	Approved	Open or Requested Authorization
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Open General Fund Projects

Central Avenue/Elliott Street Bridge Design	May-14	39	\$900,000	\$440,000
Central Avenue/Elliott Street Bridge Construction	May-15	43	\$2,000,000	\$440,000
High School Cafeteria Expansion	Nov-15	11	\$2,100,000	\$85,000
Public Works Infrastructure Program	May-16	44	\$500,000	\$340,000
Rosemary Recreational Complex	May-17	33	\$3,000,000	\$3,000,000
High School Expansion Design	May-17	43	\$950,000	\$950,000
High School Expansion Construction	Oct-17	13	\$11,125,000	\$11,125,000
TOTAL				\$16,380,000

Proposed General Fund Projects for the 2018 ATM

Memorial Park Building	Pending			\$2,918,000
Public Works Infrastructure Program	Pending			\$250,000
Public Works Storage Facility	Pending			\$3,503,000
TOTAL				\$6,671,000

Open CPA Fund Projects

Rosemary Recreational Complex	May-17	33	\$8,000,000	\$8,000,000
TOTAL				\$8,000,000

Proposed CPA Fund Projects for the 2018 ATM

NONE				
TOTAL				\$0

Town of Needham - Open Authorizations Appendix B
Open and Authorized Projects and Proposed Projects Financed by Debt

Project	T M Vote	Article	Approved	Open or Requested Authorization
Open RTS Enterprise Fund Projects				
Specialty Equipment	May-16	46	\$269,000	\$6,000
TOTAL				\$6,000
Proposed RTS Enterprise Fund Projects for the 2018 ATM				
RTS Property Improvements	Pending			\$645,000
TOTAL				\$645,000
Open Sewer Enterprise Fund Projects				
Sewer System Rehabilitation I/I Work	May-07	45	\$1,806,800	\$59,159
Wastewater System Rehabilitation	May-17	48	\$600,000	\$600,000
TOTAL				\$659,159
Proposed Sewer Enterprise Fund Projects for the 2018 ATM				
NONE				
TOTAL				\$0
Open Water Enterprise Fund Projects				
St. Mary's Pump Station	May-13	47	\$5,565,100	\$135,000
Water System Rehabilitation Program	May-15	47	\$635,000	\$307,000
Water Service Connections	May-17	50	\$1,000,000	\$1,000,000
Water Distribution System Improvements	May-17	51	\$1,300,000	\$1,300,000
TOTAL				\$2,742,000

Town of Needham - Open Authorizations Appendix B
Open and Authorized Projects and Proposed Projects Financed by Debt

Project	T M Vote	Article	Approved	Open or Requested Authorization
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Proposed Water Enterprise Fund Projects for the 2018 ATM

NONE				
TOTAL				\$0

Open General Fund Projects Funded by Debt Exclusion

Property Acquisition	May-16	7	\$762,500	\$32,500
Williams Elementary School	Oct-16	2	\$57,542,500	\$56,072,592
Public Safety Building & Station #2 Design *	Oct-17	11	\$3,750,000	\$3,750,000
SUB TOTAL				\$59,855,092

*Pending a November 2018 ballot question